



# RECORDS RETENTION SCHEDULE

## Public School District Model



Prepared by  
**LOCAL RECORDS BRANCH**

Public Records Division  
Kentucky Department for Libraries and Archives

## RECORDS RETENTION SCHEDULE

### Signature Page

PUBLIC SCHOOL DISTRICT  
Agency

03/13/2003  
Schedule Date

Unit

Change Date

03/13/2003

Date Approved by Commission

\*\*\*\*\*

### APPROVALS

The undersigned approve of the following Records Retention Schedule or Change:

Agency Head

Date of Approval

Agency Records Officer

Date of Approval

State Archivist and Records Administrator  
Director, Public Records Division

Date of Approval

Chairman, State Archives and Records Commission

Date of Approval

\*\*\*\*\*  
The undersigned Public Records Division staff have examined the record items and recommend the disposition as shown:

Records Analyst/Regional Administrator

Date of Approval

Appraisal Archivist

Date of Approval

State/Local Records Branch Manager

Date of Approval

\*\*\*\*\*  
The determination as set forth meets with my approval.

Auditor of Public Accounts

Date of Approval

# GLOSSARY OF TERMS

## For Records Retention Schedules

<b>Permanent (P)</b>	Denotes records appraised as having historical, informational or evidential value that warrants preserving them permanently (forever) beyond the time needed for their intended administrative, legal or fiscal functions. These records may be destroyed <b>only</b> after the written permission is given by the State Archivist and after they are microfilmed according to specifications published by the Department for Libraries and Archives.
<b>Indefinite (I)</b>	A designation used to identify those record series that do not have a fixed retention period. It does not mean permanent. The retention period for these records is defined by the explanation that is found in the Disposition Instructions column of the records retention schedule. An example is: A record series is determined to have a retention period of Indefinite with the Disposition Instructions saying Destroy 2 years after termination of employment. The time a person is employed (could be 5 years or 20 years) is not definite but when that person leaves the record series must be kept for 2 years from the date of termination.
<b>Confidential (C)</b>	Records deemed unavailable for review by the public after applying the state's Open Records Law (KRS 61.878) and other state and federal statutes and regulations with specific restrictions. The (C) is added to appropriate record series descriptions as a reminder to agency personnel and does not bear any legal status. <b>It is important to note that the local government head (examples sheriff or county clerk) has the responsibility of knowing all the appropriate confidentiality laws, statutes and regulations that apply to the records maintained in their office and to see that they are enforced.</b> Even though a record series may or may not be marked confidential on a records retention schedule, contradictory laws or regulations that are approved after the retention schedule has been completed may not be reflected but must be honored.
<b>Vital Record (V)</b>	Records that are essential to the continued functioning of the local government during and after an emergency, as well as those records that are essential to the protection of the rights and interests of that local government and of the individuals for whose rights and interests it has a responsibility. Local Government should have a plan in place to identify those records and provide for their protection in case of a disaster (fire, flood, earthquake, etc.).
<b>Duplicates</b>	Informational and reference copies of the original or "copy of record". Duplicate records that have not been assigned a retention period and function solely as reference and informational material may be destroyed when no longer useful. If the duplicate is considered the "copy of record", it must be retained according to the retention period on the schedule.
<b>Destruction Certificate</b>	A form (PRD-50) used to document the destruction of public records. It must be used when destroying records according to the appropriate records retention schedule. No record created or maintained by a local government may be destroyed unless it is listed on the retention schedule and a destruction certificate completed with the original copy sent to the Department for Libraries and Archives (Department). Destruction certificates are available from the Department.
<b>After Audit</b>	A term used in the disposition instructions to denote a records series that shall only be destroyed after the retention period has expired and an official audit has been performed.

## TABLE OF CONTENTS

Administration .....	A1-A13
AmeriCorps .....	B1
Athletics/Activities.....	C1-C2
Attendance .....	D1-D6
Curriculum and Assessment.....	E1-E5
Extended School Services .....	F1-F3
Facilities Maintenance.....	G1
Facilities Security .....	G2-G3
Family Resource Centers .....	H1-H2
Financial .....	J1-J7
Food Services .....	K1-K2
Gifted and Talented Education .....	L1
Grants Administration .....	M1-M2
Head Start.....	N1-N2
Impact Aid.....	O1
Instruction .....	P1-P5
Library .....	Q1-Q2
Payroll.....	R1-R5
Personnel.....	S1-S4
Preschool.....	T1-T3
Professional Staff Development .....	U1-U3
School-Based Decision Making .....	V1-V3
School Technology .....	W1
Special Education.....	X1-X2
Student Records .....	Y1-Y11
Title IX .....	Z1
Transportation.....	AA1-AA2
Vocational/Technical Education .....	BB1-BB2

# RECORDS RETENTION SCHEDULE

A1

## STATE ARCHIVES AND RECORDS COMMISSION

### Public Records Division

#### Kentucky Department for Libraries and Archives

PUBLIC SCHOOL DISTRICT

Administration

Schedule Date: March 13, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L2015	Official Minutes of the Board of Education (V)	P	Retain
L2016	Index to Official Minutes of Board of Education (V)	P	Retain
L2017	Board Record Book/File (This book is a compilation of all reports and supporting documentation submitted to the local Board of Education at each meeting for consideration, and/or action. May contain agenda, treasurer's report (financial statement, expenditure report, receipts report, orders of the treasurer, correspondence), architect/attorney's report, superintendent report (membership & percentage of attendance report, correspondence, policies), new business, old business, personnel matters, minutes of previous board meeting. Contents vary per meeting depending on business and matters to be considered by the board). (V)	P	Retain
L2018	Policies and Procedures Manual or Memorandums (V)	P	Retain
L2021	Superintendent's Subject File (May include copies of reports, correspondence, communications, statements of policy, staff meeting minutes, contracts, notes, newspaper articles, etc., which document a variety of issues, projects or matters of concern to the Superintendent's Office) (V)	P	Retain
L2026	Student Code of Conduct	P	Retain one copy, destroy remainder
L2027	School District Newsletter	P	Retain one copy, destroy remainder
L2031	Annual Audit Report	P	Retain

C = Confidential Record      I = Indefinite      P = Permanent      V = Vital Record

# RECORDS RETENTION SCHEDULE

A2

STATE ARCHIVES AND RECORDS COMMISSION

Public Records Division

Kentucky Department for Libraries and Archives

PUBLIC SCHOOL DISTRICT

Administration

Schedule Date: March 13, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L2308	Superintendent's Annual Attendance Report (SAAR) (V)	P	Retain
L4432	Library Media Report	P	Retain
L2427	Petition for Approval of School for Attendance by Non-immigrant Students (This is the petition from the school district to the Immigration and Naturalization Service for approval for attendance by non-immigrant students/students on visiting visas. One petition may be filed for the entire school system in all schools in the system are located in the same immigration district). (V)	P	Retain
L2437	Southern Association Evaluation File (This record series documents all evaluations performed by the Southern Association of Colleges and Schools. This included the final report, evaluations of departments, criteria, and self evaluations).	P	Retain
L2847	Record Book of Common School Commissioner (Record Books of the County School Superintendent, Record Book of the County Board of Education, General Record Book of the County Board of Education--includes records of: boundaries and changes, trustees, school finances, teachers, graduates, board minutes, annual settlements, etc.)	P	Retain
L4464	Special Studies and Surveys	P	Retain
L5250	Comprehensive Improvement Plan - District & School (This record series is used as the means of determining how schools, districts and their programs and departments will plan to ensure that students reach proficiency. It is used for both planning and applying for categorical funds and is amended annually). (V)	P	Retain one copy permanently, destroy all others.

C = Confidential Record

I = Indefinite

P = Permanent

V = Vital Record

# RECORDS RETENTION SCHEDULE

A3

STATE ARCHIVES AND RECORDS COMMISSION

Public Records Division

Kentucky Department for Libraries and Archives

PUBLIC SCHOOL DISTRICT

Administration

Schedule Date: March 13, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L5303	Official Correspondence (This record series documents the major activities, functions, events and programs of school districts, including schools and in addition helps in the establishment of an administrative history. It provides a record of policy evolution and formulation, how and why decisions are made, and how these decisions impact the local government and the public at large. Official correspondence is usually created by the chief administrative officer of the school district but may be supplemented by principals of schools, administrative heads of official departments, commissions and boards and agencies within the school system).	P	Retain
L5304	General Correspondence (General correspondence is not crucial to the preservation of the administrative history of the school district. It is of a non-policy nature and without permanent value. It deals only with general and routine operations of the office, operations which are documented by other records maintained by the agency).	2	Destroy
L5306	Publications (Created by the School District or Schools) (This record series is created and published by the school district and/or the schools. May be in the form of surveys, informational material for the public, informational material for parents and students, such as handbooks and year books, promotional material, statistical reports, periodicals and plans).	P	Retain 1 copy permanently. Destroy excess copies when no longer useful or when superseded.
L5307	Official Minutes of Subsidiary Boards, Commissions and Authorities (These are minutes of official subsidiary boards, commissions, authorities and other official bodies within school district. Indexes to the minutes are included in this record series). (V)	P	Retain

C = Confidential Record

I = Indefinite

P = Permanent

V = Vital Record

# RECORDS RETENTION SCHEDULE

A4

STATE ARCHIVES AND RECORDS COMMISSION

Public Records Division

Kentucky Department for Libraries and Archives

PUBLIC SCHOOL DISTRICT

Administration

Schedule Date: March 13, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L5308	Annual Reports of Official Programs, Schools & Departments (This record series may document the yearly performance, activities, attendance, academic achievement, testing information, state testing compliance, and financial status of official programs, departments and schools. These may be a combination of narrative, financial, statistical etc.. May be required by law, administrative regulation, district policy, state policy or federal policy. May be used to document the administrative history of the school district and its agencies. May contain statistical data, expenditures and receipts, supporting documentation, verification of information, directory information, purpose of the report, and comprehensive assessment of the program, department or school).	P	Retain
L5309	Real Estate File ( May include deeds, easements, right of ways and associated legal documentation of the school district). (V)	P	Retain
L5316	Department for Libraries and Archives Records File (This record series may contain the signed records destruction certificate, signed records transmittal form, completed records survey and microfilm quality evaluation).	P	Retain
L5319	Maps and Plats (V)	P	Retain
L5320	Plans, Drawings, Blueprints & Building Specifications (V)	P	Retain

C = Confidential Record

I = Indefinite

P = Permanent

V = Vital Record



# RECORDS RETENTION SCHEDULE

A5

STATE ARCHIVES AND RECORDS COMMISSION

Public Records Division

Kentucky Department for Libraries and Archives

PUBLIC SCHOOL DISTRICT

Administration

Schedule Date: March 13, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L5328	Parent, Guardian/Pupil Consent to Review Student Records (This records series is used to document that the parents or guardians of under 18 years of age students or 18 year old student have consented to release records to certain persons or agencies). (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq.	P	Retain
L5336	Annual Performance Report (This record series is used to document the performance of the school district in all phases of instruction, technology, testing, community education, extended school services, professional staff development, and other state and federal programs. This report documents how a school district actually worked toward set goals and the accomplishments of each program and area. This may be an annual report to the Department of Education. Many of the program areas will have their own report that will contain program specific data. This record series may be created throughout the district and may be maintained by the creating agency. This record series may change in content over time but will continue to have as its goal, a true picture of how a school district performed in all program areas).	P	Retain
L2433	Annual Teacher Request for Office and Instructional Supplies(Principal's Copy)	1	Destroy
L1966	Demographics Summary Report (This record series is used to document the zones within the district from which enrolled students are picked - up by the buses). (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq.	1	Destroy
L1971	Health Coordinators Annual Activity Report	1	Destroy

C = Confidential Record      I = Indefinite      P = Permanent      V = Vital Record

# RECORDS RETENTION SCHEDULE

A6

STATE ARCHIVES AND RECORDS COMMISSION

Public Records Division

Kentucky Department for Libraries and Archives

PUBLIC SCHOOL DISTRICT

Administration

Schedule Date: March 13, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L1977	School Calendars (This record series may contain the twenty day calendar, homeroom teacher and school calendar(PA 12) and the pupil accounting school calendar (PA 6) and all calendars used by personnel. This does not include the official school calendar for the year).	1	Destroy
L1978	Official School Calendar (This is the official calendar of the school district for the school year).	5	Destroy
L2019	Superintendent's Calendar	2	Destroy
L2014	Audio/Video Tapes & Disks of Official Meetings (Includes unofficial minutes and draft/preliminary notes). (V)	1	Destroy when official minutes completed and approved by the Board of Education.
L2030	Service Agreements (This record is used to document that an agreement has been made to provide a service or product for a particular time. An example of this is a service contract for equipment in the office). (V)	1	Destroy 3 years after expiration and audit.
L2034	Fire Drill, Emergency & Disaster Report	2	Destroy
L2395	Guidance Services Annual Plan (This record series is created before each school year as a plan for providing counseling services through the upcoming school year. Report identifies level, needs, goal, and basic service).	3	Destroy
L2396	Guidance Program Annual Evaluation (This evaluation is used as reference when preparing new reports each year and for charting program activity and program planning).	3	Destroy

C = Confidential Record

I = Indefinite

P = Permanent

V = Vital Record

# RECORDS RETENTION SCHEDULE

A7

STATE ARCHIVES AND RECORDS COMMISSION

Public Records Division

Kentucky Department for Libraries and Archives

PUBLIC SCHOOL DISTRICT

Administration

Schedule Date: March 13, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L2408	Field Trip Request File (This record series contains the request, parent/guardian permission and release. This document is initiated by the teacher desiring to take a class on a field trip. It gives trip authority from the principal and other school administrative authority. It assures the teacher has the approval of the school authority for the trip in the event of an accident or any problem).	5	Destroy
L2428	Immigration and Naturalization Service Designated School Officials (This record series is used to inform the Immigration and Naturalization Service as to the designated officials at the school with authority to approve or reject non-immigrant student attendance. Non-immigrant students are individuals admitted into the United States only for the purpose of attending school).	1	Destroy when superseded.
L2445	Accident Report File (This record is used to document accidents occurring on school grounds involving students, faculty, and/or faculty).	5	Destroy
L2447	Fire Alarm Inspection, Testing and Fire Hazard Report	1	Destroy
L2450	Kentucky Educational Television School Utilization Survey	1	Destroy
L2467	Telephone Log	1	Destroy when no longer useful
L2468	Press Releases	1	Destroy

C = Confidential Record

I = Indefinite

P = Permanent

V = Vital Record

# RECORDS RETENTION SCHEDULE

A8

## STATE ARCHIVES AND RECORDS COMMISSION

### Public Records Division

#### Kentucky Department for Libraries and Archives

PUBLIC SCHOOL DISTRICT

Administration

Schedule Date: March 13, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L3158	Parent's/Guardian's Request for Student's Early Dismissal from School (This series documents the request by a parent/guardian for dismissal of a student for some time during the school day. Usually the request relates to a doctor or dentist appointment, a funeral, legal business, etc. and is directed to the attention of the homeroom teacher, school principal or guidance counselor).	2	Destroy
L4465	Faculty Meetings Minutes	2	Destroy
L4481	Vandalism and Break-in Reports (C) If a juvenile, 20 USC Section 1232g	3	Destroy
L4492	Visitor's List/Register (This record is used to identify who is in the building at what time for safety, emergencies, insurance, and to screen out admission of controversial people, dress, propaganda, or paraphernalia. Visitors are required in most schools to sign in at the principal's office).	1	Destroy
L5297	Contracts and Agreements (This record series is used to document the terms by which items and/or services were purchased and the responsibilities of each party. According to KRS 413.090 this record series must be maintained for 15 years because of possible legal action. Used for audit and reference purposes). (V)	1	Destroy 15 years after completion or termination and audit (KRS 413.090)

C = Confidential Record

I = Indefinite

P = Permanent

V = Vital Record

# RECORDS RETENTION SCHEDULE

A9

## STATE ARCHIVES AND RECORDS COMMISSION

### Public Records Division

#### Kentucky Department for Libraries and Archives

PUBLIC SCHOOL DISTRICT

Administration

Schedule Date: March 13, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L5301	Periodic Reports of Official Programs, Schools & Departments (This record series may document the monthly or quarterly performance, activities, attendance, academic achievement, testing information, state testing compliance, and financial status of official programs, departments and schools. These may be a combination of narrative, financial, statistical etc.. May be required by law, administrative regulation, district policy, state policy or federal policy. May be used to document the administrative history of the school district and its agencies. May contain statistical data, expenditures and receipts, supporting documentation, verification of information, directory information, purpose of the report, and comprehensive assessment of the program, department or school).	3	Destroy after audit
L5305	Informational and Reference Material (This material consists of published and unpublished aids often not prepared by the school district itself, often of professional or technical nature. May include maintenance manuals for equipment and vehicles and publications for the professional enhancement of its employees. It is used as a reference in conducting the business of the school district and the agencies within the school district. May be destroyed when it becomes obsolete or are no longer of use to the various offices within the school district).	I	Destroy when obsolete or no longer useful.
L5311	Open Records Register (This record series documents requests for public records by persons, press, government agencies and other parties which are available through the Open Records Law . May include the date of request, requesting party name, brief description of information wanted, disposition and disposition date). (V)	5	Destroy

C = Confidential Record

I = Indefinite

P = Permanent

V = Vital Record

# RECORDS RETENTION SCHEDULE

A10

STATE ARCHIVES AND RECORDS COMMISSION

Public Records Division

Kentucky Department for Libraries and Archives

PUBLIC SCHOOL DISTRICT

Administration

Schedule Date: March 13, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L5312	Open Records Request for Inspection/Disposition Record (This record series documents requests for public records by persons, press, government agency and other parties. It is a joint form that also documents approval and/or denial of information and supporting documentation). May include the date of request, requesting party name, information requested, copies needed or only viewing, disposition and supporting documentation for decision). (V)	1	Destroy
L5313	Insurance Policy File (May include insurance policies for accident, sickness, automobile, burglary, theft, robbery, fidelity or surety coverage bonds, fire, liability, life, workers' compensation and employees liability). (V)	1	Destroy 5 year after cancellation or expiration and audit.
L5314	Citizen Complaints/Petitions (This series documents complaints filed by citizens, parents or students. This file consists of correspondence between the complaintant and the school district or school and may also include copies of petitions filed by citizens or citizen groups proposing action by the school district).	2	Destroy
L5315	Itineraries/Schedules of Meetings	1	Destroy
L5323	Duplicate "Copy of Record" (These are duplicates of the "Copy of Record" [official copy] and are used administratively throughout the school district. Examples are official correspondence, plats, maps, drawings, reports attendance records, student records etc). Before destroying these records make sure the official copy is being maintained in the appropriate office and that this duplicate is not considered the official copy).	1	Destroy when no longer useful.

C = Confidential Record

I = Indefinite

P = Permanent

V = Vital Record

# RECORDS RETENTION SCHEDULE

A11

## STATE ARCHIVES AND RECORDS COMMISSION

### Public Records Division

### Kentucky Department for Libraries and Archives

PUBLIC SCHOOL DISTRICT

Administration

Schedule Date: March 13, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L5329	Patron Request to Review Student Records (This record series is used to request student information. This may be done by an individual or an agency. Under FERPA certain student records are not to be reviewed unless permission is given by the student (18 years old), parent, or guardian. This request must be forwarded to the appropriate person to get permission).	5	Destroy
L5342	Volunteer Participation File (This can be used by the district as a reference to keep track of volunteers for future utilization. The retention period is primarily for liability purposes, in case there is litigation brought by students, staff, volunteers or others. This record series may contain the application, names of volunteers, addresses, directory information, program volunteering for, time and attendance records, registers, sign-in sheets and activity information.).	5	Destroy
L5125	School Volunteer Records Check (Districts are to conduct, at district expense, a state criminal records check on all volunteers who have who have contact with students on a regularly scheduled and/or continuing basis or who have supervisory responsibility for children at a school site or on school sponsored trips. Such information shall be considered in determining volunteer status. Persons convicted of or pleading guilty to sexual or drug offenses or any felony offense shall not be utilized as volunteers. All information received will be held confidential). (C) 61.878 (1)(a)	I	Destroy 5 years after last contact with volunteer.

# RECORDS RETENTION SCHEDULE

A12

STATE ARCHIVES AND RECORDS COMMISSION

Public Records Division

Kentucky Department for Libraries and Archives

PUBLIC SCHOOL DISTRICT

Administration

Schedule Date: March 13, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L5126	Minority Education Recruitment and Retention Reports (This series is an annual report that documents a local school districts' efforts at minority recruitment and retention. The school district is to report, on an annual basis, the district's recruitment process and the activities used to increase the percentage of minority teachers).	3	Destroy
L5127	Local School District Technology Plans (This series documents the technology plans of a district, detailing current inventory and unmet technology needs for a school district. To participate in the education technology funding program, a local public school district must have an unmet technology need described in its district's technology plan and approved by the Kentucky Board of Education. Districts are required to describe unmet needs in the areas of software, hardware, building wiring, upgrades and professional development).	3	Destroy after audit
L5344	Principal's Teacher Evaluation File (This record series is used to document the performances of teachers by the principals. This includes classroom visits, end of the the year checklists and the actual coding sheet used for the evaluation. These go into the evaluation of the teacher which is placed in their personnel folder. All the items in this file are of a preliminary nature and are used by the principal as a reference).	1	Destroy



# RECORDS RETENTION SCHEDULE

A13

STATE ARCHIVES AND RECORDS COMMISSION

Public Records Division

Kentucky Department for Libraries and Archives

PUBLIC SCHOOL DISTRICT

Administration

Schedule Date: March 13, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L5346	Principal's Administrative File (This record series is used to document the daily activities and may be duplicates of records that are sent to the central office. These are used as a reference and become obsolete after the current school year is completed. This file may contain lists of locker assignments, health dept inspections and reports, truancy reports, preliminary surveys, fire alarm inspections, schedule of classes, student insurance list, copies of student suspensions and other reference items).	1	Destroy
L5356	District Litigation File (Court Case File) (This record series is used to document the court cases that arise from the school district being sued or suits brought by the school district against others. These may be individuals, groups, or government agencies bringing suit against the District for a number of reasons including discrimination, sexual harassment, program liability, personal injury, non-compliance with state and federal law, land condemnations, and others. These files also contain suits brought by the District against individuals, government agencies and groups. The file of record is maintained in the court of jurisdiction. This record series may contain the names of plaintiff, defendant, date, case information, motions, judgment, affidavits, transcripts, appeals, and supporting documentation).	P	Retain

C = Confidential Record

I = Indefinite

P = Permanent

V = Vital Record

# RECORDS RETENTION SCHEDULE

B1

## STATE ARCHIVES AND RECORDS COMMISSION

### Public Records Division

### Kentucky Department for Libraries and Archives

Public School District  
AmeriCorps

Schedule Date: March 13, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L5068	AmeriCorps - Final Report	P	Retain
L5069	AmeriCorps Time Reporting Records	3	Destroy after audit
L5070	AmeriCorps Program Budget Form	3	Destroy after audit.
L5071	AmeriCorps Program-State Formula Application	3	Destroy after audit.
L5072	AmeriCorps Juvenile Case Folders	3	Destroy after audit
L5073	AmeriCorps Personnel Folder (C) KRS 61.878 (1)(a)	3	Destroy after audit.
L5074	AmeriCorps - Quarterly Report	P	Retain
L5075	AmeriCorps Member Health Plan (C)	3	Destroy after audit
L5076	AmeriCorps Child Care Files	3	Destroy after audit.
L5077	AmeriCorps Annual Accomplishment Review	P	Retain
L5078	AmeriCorps - Financial Records	3	Destroy after audit

C = Confidential Record

I = Indefinite

P = Permanent

V = Vital Record

# RECORDS RETENTION SCHEDULE

C1

## STATE ARCHIVES AND RECORDS COMMISSION

### Public Records Division

#### Kentucky Department for Libraries and Archives

PUBLIC SCHOOL DISTRICT

Athletics/Activities

Schedule Date: March 13, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L2316	KY High School Athletic Association Certificate of Eligibility (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq. (V)	1	Destroy
L2317	KY High School Athletic Association Contract for Athletic Contest	3	Destroy
L2318	KY High School Athletic Association Varsity Participation List (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq.	1	Destroy
L2319	KY High School Athletic Association Transfer Blank (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq. (V)	1	Destroy upon graduation of student
L2320	Athletic Budget	5	Destroy after audit
L2326	Daily Treatment Log (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq. (V)	1	Destroy one year after student reaches age of majority
L2327	Athlete's Medical History File (Record of student medical history, insurance coverage, parental permission for emergency medical treatment) (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq. (V)	1	Destroy one year after student reaches age of majority
L2328	Sports Candidate Questionnaire/Pre-Participation Examination (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq. (V)	1	Destroy one year after student reaches age of majority
L2329	Student Participation Parental Approval Form (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq. (V)	1	Destroy one year after student reaches age of majority
L2387	NCAA Student Athlete Information Form (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq.	1	Destroy one year after a student finishes high school

C = Confidential Record

I = Indefinite

P = Permanent

V = Vital Record

# RECORDS RETENTION SCHEDULE

C2

STATE ARCHIVES AND RECORDS COMMISSION  
Public Records Division  
Kentucky Department for Libraries and Archives

PUBLIC SCHOOL DISTRICT  
Athletics/Activities

Schedule Date: March 13, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L2457	Student Activities Budget Form (Planning document outlining estimated income and expenses by club/activity for the school year)	1	Destroy
L2458	Fund Raising Activity Request Form	1	Destroy
L2459	Requisition and Report of Ticket Sales - Special Events	3	Destroy after audit

# RECORDS RETENTION SCHEDULE

D1

## STATE ARCHIVES AND RECORDS COMMISSION

### Public Records Division

### Kentucky Department for Libraries and Archives

PUBLIC SCHOOL DISTRICT

Attendance

Schedule Date: March 13, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L1946	Teacher's Daily Register for Kentucky Schools (Bird Book) (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq. (V)	1	Retain if register includes record of student grades. Destroy after 20 years if register includes record of attendance only.
L1947	Record of Daily Attendance - PA-2 (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq. (V)	20	Destroy
L1948	Teacher's Monthly Attendance Report- PA-3 (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq. Change Date: 9/11/03 (V)	1	Retain Tenth Month Teacher's Monthly Attendance Report 20 years. Retain the remaining Teacher's Monthly Attendance Reports 2 years then destroy.
L1954	Attendance Report for First Two Months- Growth Factor - PA-24 (Growth Factor Report)	5	Destroy
L1955	Annual Growth Factor Report (This report is submitted to the Department of Education prior to November 1 of each year. This is for the first two school months of the school year pursuant to KRS 157.360(8). Program funding shall be increased when the average daily attendance in any district for the first two months of the current school year is greater than the average daily attendance of the district for the first two months of the previous school year).	5	Destroy
L1957	Yearly Comparison of Enrollment for Day 10	10	Destroy
L1958	Daily Student Attendance Record - By School - First Ten Days	1	Destroy
L1960	Student Absentee Information Card/Record (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq.	1	Destroy

C = Confidential Record

I = Indefinite

P = Permanent

V = Vital Record

# RECORDS RETENTION SCHEDULE

D2

## STATE ARCHIVES AND RECORDS COMMISSION

### Public Records Division

#### Kentucky Department for Libraries and Archives

## PUBLIC SCHOOL DISTRICT

### Attendance

Schedule Date: March 13, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L1961	Principal's Weekly Absentee Report (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq.	1	Destroy
L1967	Home/Hospital Program Student Registration Form (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq. (V)	1	Destroy
L1968	Home/Hospital Certification for Enrollment (Application) (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq.	1	Destroy
L4475	Home/Hospital Program Annual Report (This record series is used to report the attendance of Home/Hospital Bound Students and the time taught by home/hospital program teachers). (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq.	3	Destroy after audit
L1982	Pupil Accounting/Grade Reporting School Homeroom Teacher List - PA-7	1	Destroy
L2443	Monthly Pupil Attendance Report (Principal's Copy)	1	Destroy after audit
L1983	Pupil Accounting Audit	1	Destroy when superceded.
L1984	Pupil Accounting Withdrawal/Change Form (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq.	1	Destroy
L1985	Non-Resident Pupil Contract File (Contract between 2 districts that the average daily attendance of non-resident pupils will be counted in the district where the pupil attends school.)	5	Destroy after audit
L1986	Non-Resident Pupils and Transportation Report (First two months)	5	Destroy after audit

C = Confidential Record

I = Indefinite

P = Permanent

V = Vital Record

# RECORDS RETENTION SCHEDULE

D3

STATE ARCHIVES AND RECORDS COMMISSION

Public Records Division

Kentucky Department for Libraries and Archives

PUBLIC SCHOOL DISTRICT

Attendance

Schedule Date:

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L5357	Non-Resident Student Application (C) 20 USC Section 1232 et seq. & KRS 160.700 et seq.	1	Destroy
L2330	Student Enrollment Information- Captures the directory/vital information about students entering the school district. May contain the name of student, grade, age, birthday, grade, homeroom, date of entry, race, sex, guardian's name, relationship, district entering from, address, person living with, phone, transportation and other personal information. (C) 20 USC Section, 1232g et seq. & KRS 160.700 et.seq	I	Destroy 4 years after withdrawal or graduation
L2334	Student Absentee Permit (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq.	1 day	Destroy
L2335	Student Tardy Permit	1 day	Destroy
L2382	Student Absentee Appeal (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq. (V)	I	Destroy when the student completes high school
L2424	Daily Homeroom Attendance Roster (This roster provides daily enrollment stats regarding students in homerooms. It is prepared daily for the first week or so of school to give the school administration accurate figures as to teacher-student ratios, attendance, etc).	1	Destroy
L4496	Request to Attend School out of Attendance District or School District (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq.	2	Destroy

C = Confidential Record

I = Indefinite

P = Permanent

V = Vital Record

# RECORDS RETENTION SCHEDULE

D4

STATE ARCHIVES AND RECORDS COMMISSION

Public Records Division

Kentucky Department for Libraries and Archives

PUBLIC SCHOOL DISTRICT

Attendance

Schedule Date: March 13, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L5240	Attendance Records File (This record series is used to document those attendance records that are created by teachers in K-12 and are used to list and report attendance to the central office as mandated by district and state policy. These are not the official copy of attendance that is sent to the Kentucky Department of Education. These must be kept for a short period of time to verify attendance. This record is basically a working copy that is essential for reporting to the central office. This record series may contain student enrollment information, class absentee reports, student daily absence log, daily absentee list, temporary daily attendance sheet, program and attendance record card, and teachers monthly attendance report {duplicate}). (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq. (V)	1	Destroy
L5345	Principal's Student Attendance File (This record series is used to document student attendance in the homerooms and to maintain the principal's monthly report of attendance which becomes a part of the official attendance record. This file is no longer useful after a year once the official attendance has been reported). (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq.	1	Destroy



# RECORDS RETENTION SCHEDULE

D5

STATE ARCHIVES AND RECORDS COMMISSION

Public Records Division

Kentucky Department for Libraries and Archives

PUBLIC SCHOOL DISTRICT

Attendance

Schedule Date: March 13, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L5330	Periodic Attendance Reports (This record series is used to document student attendance on a daily, weekly, monthly, quarterly and other reporting period basis. These are both statistical and summary reports that are completed by schools, principals, teachers and agencies within the school district and are forwarded to the appropriate office within the school district. Some of these are used as reference in issuing reports to the Department of Education. Once these periodic reports are completed and are referred to in completing other reports they are of minimal value. May contain year to date attendance, principal monthly and annual statistics, homeroom attendance, monthly membership and percentage attendance report, absentee reports, attendance summaries and perfect attendance report).	3	Destroy
L5335	Student Entry and Exit Log (This record series is used to document a student entering and leaving the school system. This is mandated by 702 KAR 7:125. This record provides verification that a student has enrolled in the district and the departure of that student. Used in reporting attendance in the district. This record series may contain the date, student name, grade/homeroom, time in, time out, parent signature and reason for leaving) . (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq. (V)	2	Destroy
L5374	School Schedule (This record series is used to delineate instructional time periods and noninstructional time periods for all grade levels served and schedules provided. If entry level students are on a schedule separate from the upper elementary, a separate schedule must be provided).	2	Destroy

C = Confidential Record

I = Indefinite

P = Permanent

V = Vital Record

# RECORDS RETENTION SCHEDULE

D6

STATE ARCHIVES AND RECORDS COMMISSION

Public Records Division

Kentucky Department for Libraries and Archives

PUBLIC SCHOOL DISTRICT

Attendance

Schedule Date: March 13, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L5337	Student Dropout Questionnaire (Withdrawal and Transfer Information) (This record series is used to document those students who transfer from the school district or dropout. The "Student Dropout Questionnaire shall be completed during the one hour counseling session mandated in accordance with KRS 159.010. Information obtained from this survey shall be submitted to the Department of Education on the local Superintendent's Annual Attendance Report. Other information concerning withdrawal and transfer are also included). (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq. (V)	P	Retain
L5338	Student Record Release Form (This record is used to request and authorizes the release of student records pertaining to withdrawals and transfers of students. This is to be maintained in the student permanent records file). (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq.	P	Retain

# RECORDS RETENTION SCHEDULE

E1

## STATE ARCHIVES AND RECORDS COMMISSION

### Public Records Division

Kentucky Department for Libraries and Archives

PUBLIC SCHOOL DISTRICT

Curriculum and Assessment

\*

Schedule Date: March 13, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
*	The Commonwealth Accountability Testing System (CATS) is the state assessment test for the Commonwealth of Kentucky. The components of CATS are the Kentucky Core Content Test (KCCT), Writing Portfolio, Alternate Portfolio, and the National Norm Referenced Test(NRT). The test used to meet the NRT requirement is the Comprehensive Test of Basic Skills (CTBS/5 Survey Edition. This test replaces KIRIS Schools and districts receive the Kentucky Performance Report (KPR) which provides detailed information and performance results.		
L5241	CATS Writing Portfolio (This record series may be filed at the individual schools. This record series documents the writing skills of students and fulfills the guidelines set forth by the Commonwealth Accountability Testing System (CATS). Writing portfolios are to be maintained at the 4th, 7th and 12th grade levels and document the students best writings produced in all of their classes over several months or even previous school years). (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq. (V)	4	Destroy
L5242	CATS Alternate Portfolio (This record series may be filed in the individual schools. This record is used to assess the instruction provided to students with moderate and significant disabilities. It is a collection of student work compiled over as long a period as 3 years with five content area entries at the 4th grade, 8th grade and 12th grade levels). (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq. (V)	4	Destroy

# RECORDS RETENTION SCHEDULE

E2

## STATE ARCHIVES AND RECORDS COMMISSION

### Public Records Division

### Kentucky Department for Libraries and Archives

PUBLIC SCHOOL DISTRICT  
Curriculum and Assessment

\*

Schedule Date: March 13, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L5243	CATS Kentucky Performance Report (This report is based on the Kentucky Core Content Test(KCCT), writing portfolio, alternate portfolio and National Norm Referenced Test (NRT) results for students in grades end-of-primary, grades 4 through 12. The report summarizes information for the school, district and state. These results also reflect performance of students participating in the Commonwealth Accountability Testing System (CATS) Alternate Portfolio Assessment: fourth, eighth, or twelfth-grade).	P	Retain
L5244	CATS Test Information for School & District	4	Destroy
L5245	CATS School Verification and Enrollment	4	Destroy
L5246	CATS Writing Portfolio Analysis (This record series may be kept in each individual school). (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq.	4	Destroy
L5247	CATS Writing Portfolio Audit (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq.	4	Destroy
L5248	CATS Individual Student Assessment Report (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq. (V)	I	Destroy when student reaches 22 years of age.

C = Confidential Record

I = Indefinite

P = Permanent

V = Vital Record

# RECORDS RETENTION SCHEDULE

E3

## STATE ARCHIVES AND RECORDS COMMISSION

### Public Records Division

### Kentucky Department for Libraries and Archives

PUBLIC SCHOOL DISTRICT

Curriculum and Assessment

Schedule Date: March 13, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L4433	KIRIS Student Performance Report (The series is used to summarize student performance at a school and district-wide level on the KIRIS(Kentucky Instructional Results Information System)test. The results are used to lead instruction toward realizing goals of the Kentucky Educational Reform Act. It is published in the newspaper. May contain reading results, mathematics results, science results, writing portfolio, on-demand writing. Includes student performances at novice, apprentice, proficient and distinguished scoring levels plus descriptive data by gender, ethnicity, Title I, migrant, ESS, student with disabilities, medical exemptions and other exemptions). Closed Date: 6/30/98	P	Retain
L4435	KIRIS Assessment Report Closed Date: 6/30/98 (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq.	10	Destroy
L4436	KIRIS School Verification and Enrollment Closed Date: 6/30/98	5	Destroy
L4437	KIRIS Writing Portfolio Analysis Closed Date: 6/30/98 (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq.	5	Destroy
L4438	KIRIS Writing Portfolio Audit Closed Date: 6/30/98 (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq.	8	Destroy
L4439	KIRIS Alternate Portfolios Closed Date: 6/30/98 (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq.	3	Destroy

---

C = Confidential Record      I = Indefinite      P = Permanent      V = Vital Record

# RECORDS RETENTION SCHEDULE

E4

## STATE ARCHIVES AND RECORDS COMMISSION

### Public Records Division

#### Kentucky Department for Libraries and Archives

PUBLIC SCHOOL DISTRICT

Curriculum and Assessment

Schedule Date: March 13, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L4440	KIRIS Annual Performance Report (This series is required by KRS 158.650. The statute mandates that an annual performance report to the public be published in the local newspaper. The report provides a brief overview on the operation and academic performance of the local district. Student data including test results, dropout rate, retention rate, average daily attendance, students entering the workforce, military service, postsecondary training, students with disabilities, and numbers of economically deprived. May include staff data including student/teacher ratio, teacher/administrator ratio, salary data by rank, teachers teaching out of field as well as number of classes taught by those teachers, average cost per staff for staff development and percentage of attendance by professional staff. Management data including cost per pupil transported, current expenses per pupil in daily attendance, instructional cost per pupil, administration cost per pupil, percent of revenue received from local, state and federal sources, local revenue per child, assessed property value per child and district goals for succeeding year). Closed Date: 6/30/98	P	Retain
L4441	KIRIS Test Information-School Closed Date: 6/30/98	8	Destroy
L4442	KIRIS Baseline Study Test Closed Date: 6/30/98 (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq.	5	Destroy
L4443	KIRIS Individual Student Assessment Report Closed Date: 6/30/98 (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq. (V)	I	Destroy when student reaches 22 years of age.
L4499	KIRIS Test Information-District Closed Date: 6/30/98	8	Destroy

C = Confidential Record      I = Indefinite      P = Permanent      V = Vital Record

# RECORDS RETENTION SCHEDULE

E5

STATE ARCHIVES AND RECORDS COMMISSION

Public Records Division

Kentucky Department for Libraries and Archives

PUBLIC SCHOOL DISTRICT

Curriculum and Assessment

Schedule Date: March 13, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L2394	Curriculum Guide (Listing and Description of Courses Offered) (This record series is the school district's curriculum guide which lists all courses to be offered for the school year. Information is by department, indicating course title, course description, grade levels, and number of credits. The curriculum guide is prepared each year). (V)	P	Retain one copy, destroy remainder

# RECORDS RETENTION SCHEDULE

F1

## STATE ARCHIVES AND RECORDS COMMISSION

### Public Records Division

### Kentucky Department for Libraries and Archives

PUBLIC SCHOOL DISTRICT

Extended School Services

Schedule Date: March 13, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L4400	Extended School Service Program Administrative File (This records series documents the application for funds by a local school district to operate extended school services as provided for by the 1990 Kentucky Educational Reform Act. These programs are held outside the normal school day and provide funding for schools to offer more time and assistance to students who have fallen behind or need additional help to keep up with their academic studies. The application documents that need and speaks to the scope of services to be provided. This file is used to maintain documentation of the program including the description, personnel information, goals, checklists of projects, budget information, and summaries of results).	4	Destroy
L5317	Extended School Services Student File (This records series is used to document activities of students taking part in the extended school services program including summer school. These document the application process and the student evaluations. Activities, achievements of the students, the needs of the students, reasons for inclusion in the ESS program are documented. This record series contains the notification to parents of student needs, application for ESS, referral of students to the program, student contracts, progress reports, tutorial needs, intercession information, data forms, and other correspondence and documentation dealing with students enrolled in ESS). (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq.	4	Destroy



# RECORDS RETENTION SCHEDULE

F2

STATE ARCHIVES AND RECORDS COMMISSION

Public Records Division

Kentucky Department for Libraries and Archives

PUBLIC SCHOOL DISTRICT

Extended School Services

Schedule Date: March 13, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L4380	Extended School Service Student Registration Form (This series documents student activities in Extended School Services (ESS) a segment of the Kentucky Educational Reform Act which provides special funds for instructional and support services for students needing additional time to achieve expected academic goals. Funding is based on student enrollment and attendance in such programs, This record series documents student activities and includes student registrations, notification of student need for ESS, student contracts, student referrals, contract for tutorial services, progress reports, evening high school program information, student data forms, and student updates). (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq. (V)	4	Destroy
L4401	Extended School Service Program Evaluation Form (This record series evaluates the extended school services provided by the district and is submitted at the end of the school term and any summer term. It serves to account for services provided and may document unmet needs where expanded services could be provided. It is used to document performance of the area of extended school services. May include student data including qualitative and quantitative performance data, student attendance at extended school services and promotion and graduation data resulting from participation in extended school services).	P	Retain

C = Confidential Record

I = Indefinite

P = Permanent

V = Vital Record

# RECORDS RETENTION SCHEDULE

F3

## STATE ARCHIVES AND RECORDS COMMISSION

### Public Records Division

#### Kentucky Department for Libraries and Archives

PUBLIC SCHOOL DISTRICT

Extended School Services

Schedule Date: March 13, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L4402	Extended School Service School-Based Plan (This series documents an individual schools' extended school services plan indicating those involved in the process, the needs at the school level, the budget costs involved, and a description of the planning process. It is used to document district aspirations in the area of extended school services and acts as guide in the implementation of that plan. School name, principal, district name, date, student incentives for participation, criteria for selection of staff, methods used to make programs accessible, types and descriptions of all contracts, instructional materials and supplies plus a description of strategies for involving parents).	P	Retain
L2008	Summer School Administrative File (This record series is used to document summer school activities and programs. The application is submitted to the Department of Education and approval is given. This file may contain the application, approval letter, news release, information sheet and the teacher's final report. The summer school teacher uses this form to report to the summer school principal at the end of the session, grade level, grade achieved, and credit for each student taught. The summer school principal gives report to the counselors who in turn record grades on permanent student record cards at the high school. If student is out of the district, the grades are sent to that district).	1	Destroy
L4389	Extended School Service Student Update (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq.	1	Destroy

C = Confidential Record

I = Indefinite

P = Permanent

V = Vital Record

# RECORDS RETENTION SCHEDULE

G1

STATE ARCHIVES AND RECORDS COMMISSION  
Public Records Division  
Kentucky Department for Libraries and Archives

PUBLIC SCHOOL DISTRICT  
Facilities  
Maintenance

Schedule Date: March 13, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions	Retain at State Archives or Records Ctr. (Years)
L1914	Custodial Supplies Order	1	Destroy after audit	
L1917	Heating and Cooling System Service Log	1	Destroy	
L1918	School Maintenance Work Request	1	Destroy	
L1919	Daily Activity Report	1	Destroy	
L2403	Teacher's Maintenance Request	1	Destroy	

# RECORDS RETENTION SCHEDULE

G2

STATE ARCHIVES AND RECORDS COMMISSION  
Public Records Division  
Kentucky Department for Libraries and Archives

PUBLIC SCHOOL DISTRICT  
Facilities  
Security

Schedule Date: March 13, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L2638	School Property Trespass Notice (This record series is used to document anyone who remains on the school district premises without permission from the principal's office and are considered trespassing or loitering. Violations are usually reported by the principal or other administrative staff at the school to the investigatory or security unit in the district. These special units then issue a trespass notice/letter to the violator outlining the violation location, hour and day along with an outline of district policy and the potential for legal action).	2	Destroy
L2640	Gang Member Report This record series is used to identify possible gang members in or near schools operated by the district. The record is being created by the investigations unit to assist security and law enforcement personnel in protecting the personal safety of school district students. The gang reports when used collectively may assist security personnel and law enforcement agencies in solving or preparing for potential incidents. The document prepared by the investigations unit staff is for internal use only and is of a confidential nature. This may only be maintained in larger school districts). (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq. (V)	1	Destroy

# RECORDS RETENTION SCHEDULE

G3

STATE ARCHIVES AND RECORDS COMMISSION  
Public Records Division  
Kentucky Department for Libraries and Archives

PUBLIC SCHOOL DISTRICT  
Facilities  
Security

Schedule Date: March 13, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L2641	Incident Investigative Report (This record series is used to report the investigation of an incident reported on or near a school operated by the district. The incident is usually brought to the attention of the investigations unit who compile the data and create a narrative report. The report contains no mention of student/trespasser names. However, one might find the name of the school principal, teacher or other employee. The report might be of assistance in pursuing court actions or increasing security activities at or near the school). (V)	1	Destroy
L2642	Crime Laboratory Examination Report (C) KRS 61.878, Sec. 1F (V)	1	Destroy
L2643	Security Referral Cases (This record series documents cases referred from the school district or security unit to the police or the investigations unit of the school which involve burglary, vandalism, theft, or related offenses to school property after school hours. These cases are ones in which juveniles are the perpetrators. The data compiled by them may be helpful in the adjudication of the case against the juvenile). (C) KRS 61.878, Sec. 1F (V)	1	Retain until student reaches age of 19, then destroy
L2644	Juvenile Court Records (This record series documents legal actions filed on behalf of the victim in a criminal case for prosecution when both the victim and perpetrators are juveniles. The records maintained document the involvement with the juvenile which is frequently an investigative report initiated through the school or with school security. It will also include a summary disposition of the case. The original case will be filed with the court and will be maintained by the court). (C) KRS 610.320 (V)	1	Retain until the student reaches age of 19, then destroy

C = Confidential Record

I = Indefinite

P = Permanent

V = Vital Record

# RECORDS RETENTION SCHEDULE

G4

STATE ARCHIVES AND RECORDS COMMISSION  
Public Records Division  
Kentucky Department for Libraries and Archives

PUBLIC SCHOOL DISTRICT  
Facilities  
Security

Schedule Date: March 13, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L4395	Paging Device Release Form - Security Personnel (This series documents the release of a paging device to school district security by an appropriate school administrator. (This record series documents KRS 158.165 which provides that a student in a public school shall not possess a paging device while on school property or while attending a school-sponsored or school-related activity on or off school property unless the student is an active member of a volunteer fire fighting organization or emergency medical services organization. A paging device may include pagers, cellular phones or other telecommunications devices as defined by state law. A district's Code of Conduct shall include a prohibition of these devices. A person discovering a student in possession of a device reports to the appropriate school administrator who shall order a peace officer or appropriate school employee to confiscate the device. The paging device shall be forfeited to the school district).	1	Destroy
L4396	Paging Device Release Form - Parent/Student (This record series documents the release of a paging device to the parent/owner by school district security on the first violation. KRS 158.165 prohibits the possession of a paging device by a public school student while on school property or while attending school-sponsored or school-related activity on or off school property. The series is used to protect the district from potential liability).	1	Destroy

# RECORDS RETENTION SCHEDULE

G5

STATE ARCHIVES AND RECORDS COMMISSION  
Public Records Division  
Kentucky Department for Libraries and Archives

PUBLIC SCHOOL DISTRICT  
Facilities  
Security

Schedule Date: March 13, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L4397	Paging Device Inventory List (This record series provides an inventory of paging devices confiscated by school district security and is used as a control document to know what devices are on hand and their disposition. KRS 158.165 prohibits possession of a paging device by a student and allows for confiscation by a peace officer or appropriate school employee. It is used to insure that all confiscated devices are accounted for).	2	Destroy
L4398	Statistical Investigative Report - Annual (This record series documents on an annual basis in statistical format the types of investigations undertaken by school district security personnel for administrative and planning purposes. Information gathered is useful for employment decisions, budget decisions relating to security as well as potential regulations or legislation directed toward these security problems. May contain the investigator, numbers of victims, perpetrators, referrals, total incidents, student assaults, teacher assaults, drug/alcohol, extent of injuries, weapon analysis by type of crime).	P	Retain
L4399	Statistical Investigative Report - Monthly	2	Destroy

# RECORDS RETENTION SCHEDULE

H1

## STATE ARCHIVES AND RECORDS COMMISSION

### Public Records Division

#### Kentucky Department for Libraries and Archives

PUBLIC SCHOOL DISTRICT

Family Resource Centers

Schedule Date: March 13, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L4444	Family Resource Center Advance Funding Request (This series is used to document center information and make sure that it is up to date. It frequently accompanies a copy of the approved contract with the school district).	3	Destroy
L4445	Family Resource Center Budget Report (This series documents the expenditure of funds for operation of a Family Resource Center in a school district. It is used to track expenses and ensure expenditures are within budget. The report is submitted in sixth month intervals).	3	Destroy after audit
L4446	Family Resource Center Budget Amendment Request (The series documents a request for change in the budget of a Family Resource Center. From time to time, unforeseen circumstances may require a change in a center budget).	3	Destroy after audit
L4447	Family Resource Center Confidentiality Statement (This series is used to obtain authorization from the parent/guardian for the evaluation and treatment of minors/dependents and to delineate the limits of confidentiality for a client. It is used to show district compliance with state and federal requirements and protect them from potential legal actions). (V)	1	Destroy when student reaches age of majority.
L4448	Family Resource Center Parental Consent (This series documents parent/guardian consent for students to participate in a FRYSC activity. It is used to facilitate services to students in the school district and protect district from potential legal actions undertaken by a parent or guardian plus informing parent/guardian of FRYSC activity).	2	Destroy

C = Confidential Record

I = Indefinite

P = Permanent

V = Vital Record



# RECORDS RETENTION SCHEDULE

H2

## STATE ARCHIVES AND RECORDS COMMISSION

### Public Records Division

### Kentucky Department for Libraries and Archives

PUBLIC SCHOOL DISTRICT

Family Resource Centers

Schedule Date: March 13, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L4449	Family Resource Center Community Needs Survey (This is used to determine what the needs of the community are, which needs have priority and the possibility of meeting those needs. The results are used to justify the establishment of a Family Resource Center. The series can provide statistical as well as narrative information about health, education and social services needs).	5	Destroy
L4451	Family Resource Center Monitoring Report (This series is used to document the progress of individual programs and the overall mission of the FRYSC's. It serves as both technical assistance document as well as contract compliance review. Captures at a glance the strengths, weaknesses and needs of a FRYSC in a school district).	P	Retain
L4452	Family Resource Center Interlocal Cooperation Agreement (This series permits the FRYSC to enter into an Interlocal agreement with other localities and agencies on a basis of mutual advantage to provide services and facilities that accord best with geographic, economic, population and other factors influencing the needs and development of local communities. It is used as a legally enforceable document to indicate what participating parties will be doing under the agreement). (V)	P	Retain
L4453	Family Resource Center Information Sheet (This series is used to provide information on resources in the community which may be used to help students and family served by a family resource center. It provides a convenient and ready reference to services and reduces confusion as to services provided and the person to contact).	I	Destroy when superceded, obsolete or outdated

C = Confidential Record

I = Indefinite

P = Permanent

V = Vital Record

# RECORDS RETENTION SCHEDULE

H3

## STATE ARCHIVES AND RECORDS COMMISSION

### Public Records Division

#### Kentucky Department for Libraries and Archives

PUBLIC SCHOOL DISTRICT

Family Resource Centers

Schedule Date: March 13, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L4457	Family Resource Center Individual Student Case File (This series consolidates and documents in one file information relating to services provided at a Family Resource Center operated by a local school district. They form one of two categories of non-education records maintained at a Family Resource Center operated by a school district. These records are considered school records and are used to plan services for the individual student). (C) KRS 61.878	I	Destroy one year after graduation or after student reaches age 22
L4458	Family Resource Center Family Case File (This series is used to coordinate the resources of communities to address the individualized needs of families eligible for services provided by a school Family Resource Center. KERA established the Family Resource Center program in an effort to promote the flow of resources and support to families in ways that strengthen that functioning and enhance the growth and development of the individual members of the family unit. It is used to indicate what services have been provided to a family under the program). (C) KRS 61.878	I	Destroy one year after family member graduation or student reaches age of 22.

# RECORDS RETENTION SCHEDULE

J1

STATE ARCHIVES AND RECORDS COMMISSION

Public Records Division

Kentucky Department for Libraries and Archives

PUBLIC SCHOOL DISTRICT

Financial

Schedule Date: March 13, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L1807	Annual Financial Report (Annual Approved Audit)	P	Retain
L5281	Periodic Audits (Daily, Monthly or Quarterly) (This record series may be completed daily, monthly or quarterly and may document funds received and expended from all funds within the school district. Used to reconcile accounts and to verify postings. May serve as a daily check-out sheet for the financial section. After reconciliation is completed this is no longer needed).	1	Destroy
L1915	Material/Supply Distribution Form or List (This record series is used to disperse material, equipment and supplies throughout the school district from the central office. It serves as a receipt for items delivered to custodians, teachers, administration and all other offices in the district). Change Date: 9/11/03	1	Destroy
L5276	Funds Ledger (a.k.a. as General Ledger, Accounts Ledger, Revenue and Expenditure Ledger, Receipts and Disbursement Ledger, Property Tax Ledger and Annual Ledger. Contains the annual accumulation of receipts and expenses and the reconciliation of each account and may be a part of the year to date monthly reconciliation of accounts. The final month of the fiscal year (usually June) reconciliation is the only portion to be kept permanently. This series documents the receipts and expenses of the local government for the fiscal year and becomes the fiscal history of the local government). (V)	P	Retain

C = Confidential Record

I = Indefinite

P = Permanent

V = Vital Record

# RECORDS RETENTION SCHEDULE

J2

## STATE ARCHIVES AND RECORDS COMMISSION

### Public Records Division

#### Kentucky Department for Libraries and Archives

PUBLIC SCHOOL DISTRICT

Financial

Schedule Date: March 13, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L5274	Journals (a.k.a Monthly Reconciliations, Monthly Funds Ledger, Open Journal Entries. Includes Revenue, Expense, General, Special Fund, Cash Receipt, Cash Disbursements, Purchase, Payroll, Expenditure Subsidiary Ledger, Revenue Subsidiary Ledger, other subsidiary ledgers, special journals, fee books, day books, cash books and treasurers cash Book . This record series is used to document daily activities(receipts and expenses) and is reconcilled monthly). (V)	3	Destroy after audit
L5275	Audit Trail Lists (May include Audit Trail List by Document Reference #, Expenses, Revenues, Vendors and Balance Sheets. This record series documents the daily transactions concerning receipts and expenses and is used to track those by the above references).	3	Destroy after audit
L5278	Periodic Financial Statements/Reports (This record series is used to document the financial status of the school district. These statements are prepared and submitted to the board of education, superintendent or principal. Such reports may be submitted monthly or quarterly. This includes the General Fund Report).	3	Destroy after audit
L4468	General Fund Reports (This report provides periodic accounting of receipts and disbursements during the current school year and serves the school as a working budget document for the next year). (V)	3	Destroy after audit

C = Confidential Record

I = Indefinite

P = Permanent

V = Vital Record

# RECORDS RETENTION SCHEDULE

J3

STATE ARCHIVES AND RECORDS COMMISSION

Public Records Division

Kentucky Department for Libraries and Archives

PUBLIC SCHOOL DISTRICT

Financial

Schedule Date: March 13, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L1803	District Receipt and Expenditure Summary (This summary is used to report to the local board a reconciliation of receipts and disbursements for each month by fund and by each school. It is informational).	3	Destroy after audit
L5341	Student Activity Fund File (This record series is used to document financial activities of the School Activity Fund. This includes the Annual School Activity Fund Report and supporting documentation. These records are maintained by the central funds treasurer and are an audit trail for those funds that are spent or received for school activities. This record series may contain the central ledger, individual activity ledger, standard invoices, periodic reports, annual report, interfund transfer slips, treasurers receipts and other documentation).	3	Destroy after audit
L5277	Trial Balance	1	Destroy
L5294	Accounts Payable File (May include order of the treasurer, list of claims, claims, claim stub book, requisition, purchase order, vendor invoice, receipts, travel requests, travel vouchers, voucher copies, check copies, receiving orders, receiving reports, cash receipt register, treasurers receipt book and supporting documents. This series is used to document the requisitioning, purchasing and remitting process).	3	Destroy after audit

C = Confidential Record

I = Indefinite

P = Permanent

V = Vital Record

# RECORDS RETENTION SCHEDULE

J4

STATE ARCHIVES AND RECORDS COMMISSION

Public Records Division

Kentucky Department for Libraries and Archives

PUBLIC SCHOOL DISTRICT

Financial

Schedule Date: March 13, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L5282	Accounts Receivable File (This record series is used to document fee receipts, tax receipts, reimbursements for transporting students, reimbursements for media and other materials, reimbursements for outlays under grant programs, and any other monies received through daily transactions including lunchroom tickets and receipts). (V)	3	Destroy after audit
L5296	Purchase Order/Requisition Reference and Tracking Instruments (May include the Purchase Order Log, Requisition Log, Purchase Order Activity Report, Purchase Order Status Report and other reference material related to the tracking of the fiscal history of a purchase order whether active or inactive. Each of the instruments may contain the purchase order #, date of issuance, date of report, name or requesting agency or department, vendor name, vendor #, amount requested for each purchase order and the total amounts. This record series is used primarily for the tracking and referencing of the purchase orders).	3	Destroy after audit
L5295	Voucher Register (This record series is used to document the authorization to pay for purchases or services).	3	Destroy after audit
L5283	Banking Records File (May include cancelled checks and warrants, bank statements, bank account reconciliations, deposit tickets, check stubs, duplicate copies of checks, check register and warrant register).	3	Destroy after audit
L5288	Annual Approved Budget (a.k.a. the Official Budget or Annual Budget). (V)	P	Retain 1 copy permanently

C = Confidential Record

I = Indefinite

P = Permanent

V = Vital Record

# RECORDS RETENTION SCHEDULE

J5

## STATE ARCHIVES AND RECORDS COMMISSION

### Public Records Division

#### Kentucky Department for Libraries and Archives

PUBLIC SCHOOL DISTRICT

Financial

Schedule Date: March 13, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L5286	Budget Draft/Proposal ( a.k.a. Close Estimate or Working Budget. May include executive budget proposal, each fund & agency's proposed budget, agency requests, budget estimates, 3 previous years' expenses, budget summary, current year expenses and estimated expenses for current year. This series serves as a reference tool for the working budget process. It is used only to verify amounts, details, etc. until the final budget is approved). (V)	I	Destroy at end of current fiscal year and audit
L5287	Budget Workpapers (This series documents the budget process and is used in the preparation of the proposed budget for submission to the legislative body for approval. May include budget worksheets, financial statements, correspondence, working budget requests from each department, computations, previous budget totals, estimated revenues and comparisons of previous years receipts and disbursements). (V)	I	Destroy at the end of current fiscal year and audit
L4469	Budgetary Control Summary (This is a recapitulation of expenditures and receipts to see if a school is in compliance with its Approved Annual School Budget. .	3	Destroy after audit
L5289	Bond Record File ( This record series contains the Bond Register, Bond Coupon Redemption Register and Certificate of Disposal for Bonds and Coupons). (V)	P	Retain
L5290	Cancelled Bonds and Coupons	I	Destroy 3 years after maturity and audit

C = Confidential Record

I = Indefinite

P = Permanent

V = Vital Record

# RECORDS RETENTION SCHEDULE

J6

STATE ARCHIVES AND RECORDS COMMISSION

Public Records Division

Kentucky Department for Libraries and Archives

PUBLIC SCHOOL DISTRICT

Financial

Schedule Date: March 13, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L5298	Bid Files - Successful (May include the invitation to bid, legal notice for newspaper, bid specifications, bid proposal, notice to bidders, list of bidders, bid sheets of bidders, administrative orders, draft copies of contracts/agreements, pre-construction information, copies of minutes of progress meetings, correspondence, and purchase orders. This record series is used to document vendors that have successfully bid on goods and services). (V)	1	Destroy 3 years after specifications met or completion of contract or agreement and audit
L5299	Bid File - Unsuccessful	1	Destroy after audit
L5300	List of Bidders	2	Destroy
L2816	Monthly Return of Utility Gross Receipts License Tax for Schools (V)	3	Destroy after audit
L2817	Utility Gross Receipts License Tax for Schools Tax Collection Audit (V)	3	Destroy after audit
L2951	Employer's Quarterly Return of Occupational License Tax For Schools	3	Destroy after audit
L2952	Annual Reconciliation of Occupational License Tax Withheld for Schools	3	Destroy after audit
L2953	Resident Individual License Tax for Schools Return	5	Destroy after audit
L2954	Board of Education Net Profits Occupational License Tax Return	5	Destroy after audit
L5284	Charitable Gaming Organization Activity Registration Form	5	Destroy after audit
L5285	Charitable Gaming Organization Quarterly Accounting Report	5	Destroy

C = Confidential Record

I = Indefinite

P = Permanent

V = Vital Record



# RECORDS RETENTION SCHEDULE

J7

STATE ARCHIVES AND RECORDS COMMISSION

Public Records Division

Kentucky Department for Libraries and Archives

PUBLIC SCHOOL DISTRICT

Financial

Schedule Date: March 13, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L4470	Capital Improvement Requests (This is the formal request from the principal to the School Superintendent for grounds and facilities improvements allocations).	2	Destroy
L4471	Tuition Reimbursement Records (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq.	2	Destroy after audit
L4472	Building, Grounds, and Facilities Usage and Rental Application File (V)	2	Destroy after audit
L5279	Asset/Equipment Inventory File (This record series may be a card file, a list or electronic database and is used to document assets (equipment, office furniture, vehicles and other items owned by the school district). It is updated when new items are purchased and when old items are sold or given away. Used to track each item and know its whereabouts and for the annual audit. May include the name of the asset and #, description of asset, equipment #, location of asset, purchase date, serial number, purchase order #, acquisition cost, current value and totals).	1	Destroy 3 years after update is completed and audit

C = Confidential Record

I = Indefinite

P = Permanent

V = Vital Record

# RECORDS RETENTION SCHEDULE

K1

## STATE ARCHIVES AND RECORDS COMMISSION

### Public Records Division

#### Kentucky Department for Libraries and Archives

PUBLIC SCHOOL DISTRICT

Food Services

Schedule Date: March 13, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L1876	Free and Reduced Meals Eligibility File (This record series is used to determine eligibility of families for free and reduced meals in the public schools. Includes copies of eligibility standards, sample parent letter, application for free and reduced meals, notification to parent, public release, collection procedures and declaration of intent, general guidelines for verification, recommended guidelines for selecting applications for verification, recommended verification time frames, parent letter of notification, income verification statement, notification of adverse action, and verification summary sheet). (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq. (V)	3	Destroy after audit
L2307	Application for Free and Reduced Price School Meals (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq. (V)	3	Destroy after audit
L1877	Monthly Allocation of Food, Milk and Other Costs (This file is maintained for three years to document reimbursement of school lunch funds and to determine the allocation of costs for the audit trail).	3	Destroy after audit
L1878	Daily Goods and Services Received and Other Direct Costs File	3	Destroy after audit
L1879	Non-Expendable Equipment Depreciation Schedule	3	Destroy after audit
L1880	Purchased Food and Milk Inventory	3	Destroy after audit
L1881	USDA Commodity Perpetual Inventory	3	Destroy after audit
L1882	List of Food Suppliers/Bid List	1	Destroy after audit
L1883	School Menu	1	Destroy after audit

C = Confidential Record      I = Indefinite      P = Permanent      V = Vital Record

# RECORDS RETENTION SCHEDULE

K2

STATE ARCHIVES AND RECORDS COMMISSION

Public Records Division

Kentucky Department for Libraries and Archives

PUBLIC SCHOOL DISTRICT

Food Services

Schedule Date: March 13, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L1884	United States Department of Agriculture (USDA) Quarterly Food Inventory	3	Destroy after audit
L1885	Notice of Delivery of Donated Foods to Schools and Other Recipient Agencies	3	Destroy after audit
L1886	Notice of Allocated Donated Food	3	Destroy after audit
L1887	Notice of Arrival-Donated Food at Distributor's Warehouse	3	Destroy after audit
L1888	Report and Claim for Reimbursement	3	Destroy after audit
L1889	Breakfast Participation Report	3	Destroy after audit
L1890	Lunch Participation Report	3	Destroy after audit
L1891	Daily Program Invoice	3	Destroy after audit
L1916	Inter-School Transfer Sheet for USDA Commodities	1	Destroy after audit
L2361	Lunch Menu and Production Record (This record series is used for planning meals each day and to document statistics on meals served, both for food groups and numbers served). (V)	1	Destroy after audit
L2362	Food Establishment Inspection Form	1	Destroy
L4494	Lunchroom Reports - Monthly	1	Destroy after audit
L5367	Pest Control Service Record (This record series is used to document that an inspection has been made of the facilities and that there have been pest control services delivered either by an independent vendor or school staff).	1	Destroy

C = Confidential Record

I = Indefinite

P = Permanent

V = Vital Record

# RECORDS RETENTION SCHEDULE

L1

## STATE ARCHIVES AND RECORDS COMMISSION

### Public Records Division

### Kentucky Department for Libraries and Archives

PUBLIC SCHOOL DISTRICT

Gifted and Talented Education

Schedule Date: March 13, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L2057	Gifted and Talented Education Committee Minutes (V)	P	Retain
L2058	Gifted and Talented Education Program Annual Summative Evaluation (Annual Report) (Annual Report)	P	Retain
L5354	Gifted and Talented Student File (This record series is used to document that a student has been selected to be a part of the Gifted and Talented program. This record is kept for the purpose of verifying that the student has qualified through testing and performance. It is basically a reference while a student is a part of the gifted and talented program. Any grade, testing scores or evaluations are filed in the student's cumulative folder. This record series may contain name of student, address, phone, ID #, evaluations, testing information, performance measurements, classes attended, accomplishments and classroom work). (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq.	I	Destroy 1 year after graduation or after withdrawn students reach age 23 .
L2061	Gifted and Talented Education Program Report (Each District)	3	Destroy

C = Confidential Record

I = Indefinite

P = Permanent

V = Vital Record

# RECORDS RETENTION SCHEDULE

M1

## STATE ARCHIVES AND RECORDS COMMISSION

### Public Records Division

### Kentucky Department for Libraries and Archives

PUBLIC SCHOOL DISTRICT

Grants Administration

Schedule Date: March 13, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L5249	Federal Grant Program Files (This record series may contain grant documentation for the following federal programs: (1) Title I - Improve the educational opportunities of deprived students to help them attain grade-level proficiency, improve achievement in basic and more advanced skills and succeed in a regular program. Includes migrant education and Even Start Family Literacy Program. (2) Title II - The Dwight D. Eisenhower Professional Development Program and No Child Left Behind Act (3) Title IV - Safe and Drug-Free Schools and Communities (prevention and education programs) (4) Title VI - Encourages the initiation of innovative educational programs. Other programs such as Individuals with Disabilities Education act (IDEA), Carl D. Perkins Vocational and Technical Education Act, Title VII Stewart B. McKinney Homeless Assistance Act, Education for All Handicapped Children (EHA), Head Start, Job Training Partnership Act (JTPA), Summer Youth, No Child Left Behind and Workforce Investment Act and Impact Aid. School districts may have other federal grant programs that are a part of this file. This file may contain the application, periodic reports, programmatic records, supporting documents, statistical records, financial records, student evaluations, ranking reports, data reports, comparability reports, budget & expenditure reports, referrals, equipment inventories, test forms, homeroom directories, loss and gains test form along with correspondence). (V)	I	Destroy 3 years after submission of final expenditure report and audit.

# RECORDS RETENTION SCHEDULE

M2

STATE ARCHIVES AND RECORDS COMMISSION

Public Records Division

Kentucky Department for Libraries and Archives

PUBLIC SCHOOL DISTRICT

Grants Administration

Schedule Date: March 13, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L5302	Grants Administration File (This record series documents the application for and the administration of grant projects, including State Grants, other than those listed under record series number L5249. May include the application/agreement, award notice, income level survey forms, primary financial documents such as warrants/checks, vouchers, purchase orders, receiving reports and warrant, check or voucher registers, working papers, engineering drawings, periodic and final reports, correspondence, reference material, and financial and statistical data). (V)	I	Destroy 3 years after submission of the final report and audit
L1994	Approval Letter - EHA	1	Destroy
L5293	Regional Assessment Center File (This record series contains the application for funding, needs assessment survey, quarterly financial report, quarterly/annual data report, quarterly program evaluation form, quarterly summary form, on-site review of discretionary cooperative, correspondence and miscellaneous reports and data sheets).	3	Destroy
L1849	Annual Project Evaluation and Report File	P	Retain

C = Confidential Record

I = Indefinite

P = Permanent

V = Vital Record

# RECORDS RETENTION SCHEDULE

N1

## STATE ARCHIVES AND RECORDS COMMISSION

### Public Records Division

#### Kentucky Department for Libraries and Archives

PUBLIC SCHOOL DISTRICT

Head Start

Schedule Date: March 13, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L1892	Head Start - Student Folder (Folder contains records which document child's eligibility and participation in the Head Start Program. May include: application, program and attendance record, medical records (including immunization records), AML behavior rating scale, social work home visitation record, correspondence to and from parents, permit and agreement form, parent's input into curriculum form, family needs assessment form, child nutrition survey, post medical history, questionnaire, dental permission form, community needs assessment form, family income verification, application for free and reduced school meals, tuberculosis skin test certificate, dental health record, medical examination form, height and weight form, Learning Accomplishment Profile (LAP) scoring booklet, learning accomplishment profile, individual educational plan - (IEP) parent consent forms, child health records, parental consent for release of information) (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq.	3	Destroy
L1896	Head Start - Performance Standards Self-Assessment/Validation Instrument SAVI	P	Retain
L1899	Head Start - Personal Services Agreements (V)	I	Destroy 3 years after expiration of agreement and audit.
L1900	Head Start - Annual Program Information Report (Program evaluation submitted to Federal Department of Health and Human Services, Office of Human Development Services, Administration for Children Youth and Families) (V)	P	Retain
L1901	Head Start - Staff Meeting Minutes	2	Destroy

C = Confidential Record      I = Indefinite      P = Permanent      V = Vital Record

# RECORDS RETENTION SCHEDULE

N2

STATE ARCHIVES AND RECORDS COMMISSION  
Public Records Division  
Kentucky Department for Libraries and Archives

PUBLIC SCHOOL DISTRICT  
Head Start

Schedule Date: March 13, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L1906	Head Start - Change in Status of Children (V)	1	Destroy
L1907	Head Start - Daily Attendance Record (V)	1	Destroy
L2007	Head Start - Agreement to Safeguard Information (V)	1	Destroy after staff member leaves program or school district employment.



# RECORDS RETENTION SCHEDULE

O1

STATE ARCHIVES AND RECORDS COMMISSION  
Public Records Division  
Kentucky Department for Libraries and Archives

PUBLIC SCHOOL DISTRICT  
Impact Aid

Schedule Date: March 13, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L1910	Impact Aid Application for School Assistance in Federally Affected Areas (V)	1	Destroy
L1911	Impact Aid Student List (Identifies total number of students living in government housing for impact aid application purposes). (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq.	1	Destroy

# RECORDS RETENTION SCHEDULE

P1

## STATE ARCHIVES AND RECORDS COMMISSION

### Public Records Division

#### Kentucky Department for Libraries and Archives

PUBLIC SCHOOL DISTRICT

Instruction

Schedule Date: March 13, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L1780	Adult Education Program Assessment Report	P	Retain
L1781	Adult Education Basic Program Evaluation (Evaluation of Program and Teachers by Program Participants)	2	Destroy
L1782	Adult Education Kentucky Literacy Commission Financial Report	3	Destroy after audit
L1784	Adult Education Monthly Student Enrollment List (Monthly listing of new enrollees) (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq.	2	Destroy
L1785	Adult Education Staff Information Report (Prepared annually and submitted to the Department of Adult Education. Provides informational data on each staff person - used to varify qualifications.)	1	Destroy
L1786	Adult Education Student Folder (May include: student personal information sheet; GED application, prescription sheet, student worksheet with name date, program and work completed; official GED practice test score sheets; copies of skill tests with student reponses.) (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq. (V)	3	Destroy
L1787	Adult Education Student Roster (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq.	1	Destroy
L1791	Adult Education Enrollment and Separation Report (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq.	2	Destroy
L1796	Adult Education Monthly Record of Training and Wages - U.S. Veterans Administration (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq.	2	Destroy

---

C = Confidential Record      I = Indefinite      P = Permanent      V = Vital Record

# RECORDS RETENTION SCHEDULE

P2

## STATE ARCHIVES AND RECORDS COMMISSION

### Public Records Division

#### Kentucky Department for Libraries and Archives

## PUBLIC SCHOOL DISTRICT

### Instruction

Schedule Date: March 13, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L1797	Adult Education Teacher Number Record List (Listing of teachers, paraprofessionals/aides, volunteers, and their assigned teacher numbers)	2	Destroy
L1799	Adult Education Weekly Schedule (Of teacher/aide visitation to student homes) (This record series is used to document the visitations made to the homes of students who cannot attend classes because of health or other problems).	1	Destroy
L1801	Adult Education Student Attendance File (This file may contain the monthly attendance report to the Dept. of Adult Education and Literacy, sign-in sheets and sign-out sheets. This record series documents individual student attendance at Adult Education Programs. It includes the name of the program participant, the date, the time in and the time out).	3	Destroy
L2050	Student Teacher Placement Request (College or University request to school district for placement of its students as student teachers)	1	Destroy
L2051	Student Teacher Placement Form (This is an agreement signed between the school district and the placing college or university which stipulate the arrangement for placing student teachers in the district. One placement form is completed for each student the college or university is placing in the district as a student teacher).	1	Destroy

C = Confidential Record

I = Indefinite

P = Permanent

V = Vital Record

# RECORDS RETENTION SCHEDULE

P3

STATE ARCHIVES AND RECORDS COMMISSION

Public Records Division

Kentucky Department for Libraries and Archives

PUBLIC SCHOOL DISTRICT

Instruction

Schedule Date: March 13, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L2420	Substitute Teachers File (Principal's Copy) (This file is used to document the information given to the substitute concerning things he/she needs to know to prepare to be a substitute in class. This file may contain a report which serves as the substitute teacher's notification to the regular teacher of what was accomplished and/or occurred in the classroom while the regular teacher was absent)0.	1	Destroy when no longer useful
L2054	Code of Ethics (State Testing Program)	3	Destroy
L2055	Equal Employment Opportunity (EEO) School Compliance & District Report File (This file is done to comply with the federal law which requires the Equal Employment Opportunity Commission and the Office for Civil Rights of the Department of Education to prescribe such records and reports as are necessary for the enforcement of the Civil Rights Act of 1964, as amended).	3	Destroy
L2064	Textbook Committee Minutes	1	Destroy
L2065	Textbook Committee Agenda	1	Destroy
L2066	Textbooks - State Multiple List	6	Destroy
L2067	Textbook Adoption and Purchase Schedule	1	Destroy when superseded.
L2069	Textbook Evaluation Instrument (This is a tool for evaluating textbooks being considered for adoption in the district). (V)	1	Destroy
L2068	Textbook Inventory (This is a textbook inventory of books held by the school district).	3	Destroy

C = Confidential Record

I = Indefinite

P = Permanent

V = Vital Record

# RECORDS RETENTION SCHEDULE

P4

STATE ARCHIVES AND RECORDS COMMISSION

Public Records Division

Kentucky Department for Libraries and Archives

PUBLIC SCHOOL DISTRICT

Instruction

Schedule Date: March 13, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L5355	Teachers' Aides File (This record series is used to document and validate that persons have met all qualifications to be a teacher's aide in preschool, kindergarten, elementary school, middle school and high school. Provides documentation that the applicant for a teacher's aide has completed all training including the basic learning examination. Evaluations of the individual may also be in this file. A copy of the evaluation will be maintained in the persons official personnel file). (V)	3	Destroy after audit
L2412	Evaluations of Tenured/Non-tenured Teachers and Administrators (Principal's Copy) (These are duplicate copies of the evaluations and this file also contains classroom visit and observation sheet and teacher evaluation coding sheet. The originals are placed in the Master Personnel Folder. This record series is used to evaluate all teachers and administrators. This evaluation is based on personal observations by designated persons. Formative evaluations are used as the basis for summative evaluations. The local district plan dictates the number of formative evaluations needed).	1	Destroy
L2441	Schedule of Classes (V)	1	Destroy
L2636	Teacher Plan Book (To record an individual teacher's daily and weekly lesson plans. It documents what an individual teacher will be teaching and assigning on a given day or week. The lesson plan will assist them in their class preparation and will serve as general guide to what will be covered in an individual class). (V)	2	Destroy

# RECORDS RETENTION SCHEDULE

P5

STATE ARCHIVES AND RECORDS COMMISSION

Public Records Division

Kentucky Department for Libraries and Archives

PUBLIC SCHOOL DISTRICT

Instruction

Schedule Date: March 13, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L2637	Class Record Book (This record series is used to document student academic and attendance data on a daily basis. It is maintained by the teacher and may be used in recording results of tests, other assigned curriculum and attendance. This information is transferred to attendance and academic records of each student). (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq. (V)	2	Destroy
L5348	Kentucky Teacher Internship Program File (This record series documents the year long internship that all new teachers and out-of-state teachers with less than two years of successful teaching experience must have in order to attain certification. This record series may contain the Resource Teacher Time Sheet, Intern Performance Record, Confirmation of Employment along with observations, committee meeting information and professional growth plans, etc. for teachers who were interns and have completed the process).	2	Destroy

# RECORDS RETENTION SCHEDULE

Q1

STATE ARCHIVES AND RECORDS COMMISSION

Public Records Division

Kentucky Department for Libraries and Archives

PUBLIC SCHOOL DISTRICT

Library

Schedule Date: March 13, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L2401	Overdue Fine File (Contains the overdue notice and register of student payment)	1	Destroy
L4477	School Library Report (This record series documents information about the library/media center and the librarian/library media specialist. Financial information concerning the amount appropriated and spent per pupil, a detailed list of materials and equipment, a detailed list of media equipment housed in the school building, and answers to questions relating to the organization and program of the library/media center. It is signed and dated by the library media specialist (librarian) and the principal and documents the school's compliance with the State Department of Education guidelines for the operation, staffing, facilities and equipment, and program organization of the library/media center).	5	Destroy after audit
L4459	School District Staff Net User Agreement (This series documents staff agreement with the Net Use rules and responsibilities adopted by the school district. Employees agree to comply with these rules and any violations of these rules and responsibilities may result in loss of access, disciplinary or legal action. It is used to show that the rules and responsibilities have been read and that the user is subject to legal actions as a result of violations. The document can then be used as an enforcement tool in the event of violations. May contain the signature of employee, date, full name, work location, job title, date of birth, home address, home telephone number, daytime telephone number).	1	Destroy when superceded or after termination or retirement of employee.

C = Confidential Record

I = Indefinite

P = Permanent

V = Vital Record

# RECORDS RETENTION SCHEDULE

Q2

STATE ARCHIVES AND RECORDS COMMISSION

Public Records Division

Kentucky Department for Libraries and Archives

PUBLIC SCHOOL DISTRICT

Library

Schedule Date: March 13, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L4460	Student Net User Agreement and Parent Permissions (This series documents the agreement between the student and the school district that the student will abide by the rules and responsibilities for net use issued by the district. In addition, permission is given by the parent or guardian for the student to access networked computer services as well as assume responsibility for violations made by the child. As a result all impacted parties are informed and acknowledge what is involved in net use in the event of any conflict or violation. May contain student's signature, date, student's name, student's school, grade, date of birth, parent/guardian's signature, date, parent/guardian's name, address, telephone number, and daytime telephone number).	I	Destroy when superceded or when student withdraws or graduates from district
L5349	User File/Log (Computer) (This record series is used to document those students, teachers, and others who use school computers. It is used as a reference when questions arise. This may be either a paper or an electronic file. May contain the name of user, date and time, ID information, and whether a student, faculty member or administrator).	1	Destroy



# RECORDS RETENTION SCHEDULE

R1

## STATE ARCHIVES AND RECORDS COMMISSION

### Public Records Division

#### Kentucky Department for Libraries and Archives

PUBLIC SCHOOL DISTRICT

Payroll

Schedule Date: March 13, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L5256	Individual Master Earning Record (a.k.a. Payroll Register & Payroll Record File. This record series documents the earnings of individual employees for the duration of their employment. May include the directory information, gross pay, net pay, all withholdings, vacation and sick leave, pay scale, payment date, payroll check #, retirement documentation and related information). (V)	I	Destroy 70 years from date first employed
L5257	Payroll Register - Year to Date (This record series is used to document the earnings and withholdings of employees from pay period to pay period. This is a year to date accumulation of the payroll. This information may be placed in the Individual Master Earning Record. If the information is not kept in the Individual's Master Earning Record, the last month of this document must be maintained in its place for the same time period). (V)	I	If used as the Master Earning Record, keep the last month of the year 70 years, if not destroy 2 years from last entry.
L1921	Payroll Personnel File (certified and classified) ((This is used for payroll preparation purposes only. Some documentation may duplicate the Personnel Master Folder. Office. Used in the preparation of payroll checks. May include: W-4 form, copy of teacher certification, leave requests, payroll authorization, rank, assignment, professional meeting attendance request, record of credit checks from lending institutions). (C) (V)	I	Destroy 5 years after termination of employment.
L1923	Salary Schedule (V)	3	Destroy after audit
L1926	Payroll Worksheet (This record series is used as a working tool in the preparation of payroll checks).	3	Destroy after audit

C = Confidential Record

I = Indefinite

P = Permanent

V = Vital Record

# RECORDS RETENTION SCHEDULE

R2

STATE ARCHIVES AND RECORDS COMMISSION

Public Records Division

Kentucky Department for Libraries and Archives

PUBLIC SCHOOL DISTRICT

Payroll

Schedule Date: March 13, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L1928	Payroll Check List (Check-off sheet to be sure that time sheets have been received from each location)	1	Destroy
L1930	Payroll Check Copies	3	Destroy after audit
L1932	Unemployment Compensation Quarterly Contribution Report	3	Destroy after audit
L2580	Payroll Journal (This record series is used to document the earnings and withholdings of employees from pay period to pay period. This is a year to date accumulation of the payroll. This information is placed in the Individual Master Earning Record quarterly and this record is only used to quickly access payroll information. This record is a listing of all employees and easier to access than the Master File). (V)	3	Destroy after audit
L5260	Time and Attendance Record File (May include the Payroll Sheet, Time Sheet, Time Card and Daily Attendance Report. Begins the payroll process for each pay period). (V)	3	Destroy after audit
L2755	Leave Requests ( These requests may be for personal leave, sick leave, absent from duty, professional meeting attendance, field trip or vacation).	5	Destroy after audit
L3119	Notification of Change of Employment Status (Duplicate--Documents transfer, leave of absence, termination, retired, etc.) (C) KRS 61.878(1)(a)	1	Destroy when no longer useful
L3120	Notification of Classified/Professional Employment-Duplicate (C) KRS 61.878(1)(a)	1	Destroy when no longer useful

C = Confidential Record

I = Indefinite

P = Permanent

V = Vital Record

# RECORDS RETENTION SCHEDULE

R3

## STATE ARCHIVES AND RECORDS COMMISSION

### Public Records Division

### Kentucky Department for Libraries and Archives

PUBLIC SCHOOL DISTRICT

Payroll

Schedule Date: March 13, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L4473	Worker's Compensation and Insurance Claims and Report File (C) KRS 61.878 (1)(a)	1	Destroy 5 years after termination of case or settlement and audit
L5237	Payroll Deduction Reports (Monthly & Pay Period) (This record series is used to document totals of deductions made monthly from individuals payroll. These deductions are posted to the Master Earning Record. This record series may contain deductions for retirement, medical and life insurance, state deferred compensation credit union, garnishments, investments, annuities and others as added). (V)	3	Destroy after audit
L5258	Monthly Summary of Wages Earned (This record series is a monthly summary of wages for certified school employees contributing to the Kentucky Teacher Retirement System. A listing of individual employees along with their wages and contributions is attached).	3	Destroy after audit
L5259	Payroll Register for Each Pay Period (V)	2	Destroy after audit
L5261	Individual Payroll Authority File (May include payroll authorization for each employee, W-4, K-4, time sheets, authorized deductions, leave requests, record of attachments or garnishments of salary or wages, health and welfare claims and direct deposit authorizations. This record series authorizes the production of the payroll for each employee in a given pay period). (V)	1	Destroy 3 years after termination of employment or 3 years after superseded and audit
L5262	Wage and Tax Statements/W-2 (V)	5	Destroy after audit

C = Confidential Record

I = Indefinite

P = Permanent

V = Vital Record

# RECORDS RETENTION SCHEDULE

R4

## STATE ARCHIVES AND RECORDS COMMISSION

### Public Records Division

### Kentucky Department for Libraries and Archives

PUBLIC SCHOOL DISTRICT

Payroll

Schedule Date: March 13, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L5263	Tax Payment Report Worksheet (a.k.a. Electronic Federal Tax Payment System Voice Response System Worksheet. Used to authorize payment of all federal withholding each pay period. This takes the place of the Federal Tax Deposit Coupon Book).	5	Destroy after audit
L5264	Employee Direct Deposit Authorization	1	Destroy when superseded or termination of employment
L5265	Transmittal Register of Direct Deposits	3	Destroy after audit
L5266	Annual Return of Withheld Federal Income Tax (Form 945)	7	Destroy after audit
L5267	Form 1099 (Includes 1099-Miscellaneous, 1099-R and 1099-G)	4	Destroy after audit
L5268	Employer's Monthly Return of Income Tax Withheld (This record series documents the total monthly withholding of state income tax for school employees and functions as a reporting instrument to the State Revenue Cabinet).	5	Destroy after audit
L5269	Employer's Annual Return of Income Tax Withheld (This record series documents the total annual withholding of state income tax from wages of school employees).	7	Destroy after audit
L5270	Employer's Quarterly Federal Income Tax Return	5	Destroy after audit
L5271	Reimbursing Employer's Quarterly Unemployment Wage Report (This record series documents the quarterly payment of unemployment insurance contributions).	3	Destroy after audit

C = Confidential Record

I = Indefinite

P = Permanent

V = Vital Record

# RECORDS RETENTION SCHEDULE

R5

STATE ARCHIVES AND RECORDS COMMISSION

Public Records Division

Kentucky Department for Libraries and Archives

PUBLIC SCHOOL DISTRICT

Payroll

Schedule Date: March 13, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L5118	Payroll Deduction Waiver Form	1	Destroy if superseded or one year after termination of employment and after audit.
L5119	Payroll Update Forms (This record series documents individual employee payroll updates. May include updates of payroll generally, updates of deductions, updates of insurance, updates of payroll authorizations as well as Year-to-Date Update forms for payroll and fringe benefits).	3	Destroy after audit
L5120	Kentucky Retirement Systems Forms (This record series documents an employee's membership in the Kentucky Retirement System and the employee's designation of a beneficiary).	1	Retain until superseded or until 1 year after termination of employee
L5121	Pay Plan/Payment Method Forms (These records document an employee's choice of pay plan (e.g., only during contract months or through the summer as well) or method of payment (e.g., one lump sum at the beginning of the summer, or biweekly during the summer).	3	Destroy after audit
L5122	Request for Stop Payment - Payroll	3	Destroy after audit.

C = Confidential Record

I = Indefinite

P = Permanent

V = Vital Record

# RECORDS RETENTION SCHEDULE

S1

STATE ARCHIVES AND RECORDS COMMISSION

Public Records Division

Kentucky Department for Libraries and Archives

PUBLIC SCHOOL DISTRICT

Personnel

Schedule Date: March 13, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L5343	Personnel File (a.k.a. Individual Personnel Folder/Master Personnel Folder. May include the application, employment and education verification, employee orientation, job classification and payment records, performance evaluations, awards given, disciplinary actions, personnel change forms, resignations, retirement information, worker's compensation information, compiled vacation and sick leave reports, attendance reports, exit interview and checklist, and correspondence. This record series is used as the master file to document the employment history of an individual). (C) KRS 61.878 (1)(a) (V)	I	Destroy 70 years from date first employed
L5272	Personnel Medical File (This record series is used to document the physical condition of an employee when first hired and for subsequent medical related information. This record series contains physical examinations, drug testing results, psychological profiles, and health information concerning the ability to do the work). (C) KRS 61.878 (1)(a)	I	Maintain while individual employed, after termination of employment place in the Personnel File.
L2023	Personnel Service Card (Classified) (This record series is maintained for personnel other than teachers and administrators and is considered an extension of the personnel master folder. It is used as a quick reference instead of consulting the personnel master folder. May be filed with the personnel master folder when individual leaves employment). (C) KRS 61.878 (1)(a) (V)	I	Destroy 3 years after termination of employment

# RECORDS RETENTION SCHEDULE

S2

STATE ARCHIVES AND RECORDS COMMISSION

Public Records Division

Kentucky Department for Libraries and Archives

PUBLIC SCHOOL DISTRICT

Personnel

Schedule Date: March 13, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L2024	Personnel Service Card (Certified) (This record series is maintained for teachers and administrators and is considered an extension of the personnel master folder. It is used as a quick reference instead of consulting the personnel master folder. May be filed with the personnel master folder when individual leaves employment). (C) KRS 61.878 (1)(a) (V)	1	Destroy 3 years after termination of employment
L2025	Applications - Persons Not Hired (C) KRS 61.878 (1)(a)	3	Destroy
L5273	Hiring Procedures File (May include name of person applying, address, social security #, previous employer, test scores, and hiring information. Documents information used in reporting to the EEOC). (C) KRS 61.878 (k)(3)	1	Destroy 3 years from the date of the making of the record or after litigation resolved, whichever comes later. (29 CFR 1602.30-31)
L2102	Employee's Weekly Work Schedule	1	Destroy
L3117	Application Screening Profile (Individual scoring and evaluation of each candidate for employment) (C) KRS 61.878 (1)(a)	3	Destroy
L3118	Applicants Recommended for Employment (Search committee's recommendations report to the Superintendent of candidates for employment) (C) KRS 61.878 (1)(a) (V)	3	Destroy

C = Confidential Record

I = Indefinite

P = Permanent

V = Vital Record

# RECORDS RETENTION SCHEDULE

S3

STATE ARCHIVES AND RECORDS COMMISSION

Public Records Division

Kentucky Department for Libraries and Archives

PUBLIC SCHOOL DISTRICT

Personnel

Schedule Date: March 13, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L2639	Complaints Against Staff (This record series documents incidents or complaints against staff members. They are used to inform staff members of allegations brought against them, inform Child Protective Services of action taken, when necessary, and to record how staff has handled the complaint. If there are persistent problems of physical or other abuse by a staff member, the record may be helpful for the school district in preparing grounds for dismissal or for law enforcement agencies in handling a complaint. However only one incident can result in a termination and consideration for revocation of the teacher's certificate. In many districts this now falls under due process). (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq. Change Date: 6/10/199 (V)	I	Destroy 5 years after staff retirement or termination
L3137	School District Superintendent Evaluation by Local School Board (V)	I	Destroy 70 years after first date of employment
L4466	Employee Personnel Folders - Principal's Copy (This series may contain items used by the principal as a reference and are not forwarded to the personnel file in the central office. Information placed in this folder may or may not be maintained in the central office's personnel folder. This file may be divided into Certified and Non Certified/Classified Personnel Folders and may contain the employee's annual evaluation and other school related correspondence to or from the employee). (C) KRS 61.878 (1)(a)	I	Destroy three years after the employee ceases to be an employee of the school



# RECORDS RETENTION SCHEDULE

S4

STATE ARCHIVES AND RECORDS COMMISSION

Public Records Division

Kentucky Department for Libraries and Archives

PUBLIC SCHOOL DISTRICT

Personnel

Schedule Date: March 13, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L5235	Employee Grievance File (This record series is used to document grievances by employees, both classified and certified, concerning violations, misapplication or misinterpretation of specific provisions of employee/employer agreements. A grievance is a complaint filed by an employee which concerns some aspect of the conditions of employment over which the district has control and which has occurred or which the employee has become aware, through the exercise of due diligence. This record series also includes EEO complaints which may be appealed to the State Personnel Board).	I	Destroy original 3 years after resolution. Duplicate files may be destroyed after resolution.
L5236	Application for Reemployment-Classified (C) KRS 61.878 (1)(a) (V)	1	Destroy
L1800	Employee Intention Slips (This record is used to document the intentions of employees to remain with the school system, change position or assignment, or other plans. This is done at the end of school year).	1	Destroy
L1846	Employers First Report of Injury or Illness File (This series documents the employer's report to the Department of all work-related injuries, fatal or non- fatal, received by employees in the course of their employment, for which no claim or compensation was filed).	10	Destroy
L1847	Labor Statistics Log and Summary of Occupational Illnesses and Injuries	5	Destroy

C = Confidential Record

I = Indefinite

P = Permanent

V = Vital Record

# RECORDS RETENTION SCHEDULE

T1

STATE ARCHIVES AND RECORDS COMMISSION

Public Records Division

Kentucky Department for Libraries and Archives

PUBLIC SCHOOL DISTRICT

Preschool

Schedule Date: March 13, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L5326	Preschool Student File (This record series is used to document activities of the student enrolled in the district's preschool program. These include art, blockbuilding, cooking, motor activities, housekeeping, dramatic play, language arts/library, math/problem solving, multimedia, science, and social studies. The materials are to be developed to reflect the cultural and ethnic background of the children. Tests and workbooks are not to be used. May contain student assessments, evaluations and performance gauges). (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq.	4	Destroy
L5324	Preschool Administrative File (This record series is used to document preschool programs in the school district. The preschool program is funded under the Kentucky Education Reform Act and targets two groups of children: 4 year old children who are at risk of educational failure and 3 and 4 year old children with disabilities. The local program must work with existing preschool programs to avoid duplication of programs and services, including head start. The programs may be operated directly by the district or through a non-public school preschool agency by contract or cooperative agreement with the district. These programs are designed to include and meet the needs of children across a wide range of abilities in a mainstream setting. This record series may contain the program application, periodic reports, transportation records, free lunch information, curriculum information, program comparison data and supporting documentation).	4	Destroy

# RECORDS RETENTION SCHEDULE

T2

STATE ARCHIVES AND RECORDS COMMISSION

Public Records Division

Kentucky Department for Libraries and Archives

PUBLIC SCHOOL DISTRICT

Preschool

Schedule Date: March 13, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L4423	Preschool Family Component Parent Training and Education Plan (This record series serves as a monthly work plan based on the parent survey outlining what training and educational activities are planned by the preschool teacher. The series is used to monitor participation in parent training and which topics are of interest).	4	Destroy
L4422	Preschool Parents Needs Assessment (This series is a guided questionnaire covering parent training topics, parent education and needs and social and health needs of the child or family. The series is used to track non-instructional components of the preschool program. It is also useful in profiling parents and their educational interests and needs for program planning purposes).	4	Destroy
L4426	Preschool Family Component-Social Service and Health Needs (This record series serves as a tracking record for families needing social services or health services based on the needs assessment. It is useful in indicating areas where increased support or assistance may be needed which impact program planning and budgeting).	4	Destroy
L4427	Preschool Screening Log for Referrals (This record series serves as a log-in sheet for all children referred for medical and other screenings at the time of registration. The log is used for quality assurance so that students may obtain services they need. Patterns of need can also be determined through a review of the series).	4	Destroy

C = Confidential Record

I = Indefinite

P = Permanent

V = Vital Record

# RECORDS RETENTION SCHEDULE

T3

STATE ARCHIVES AND RECORDS COMMISSION

Public Records Division

Kentucky Department for Libraries and Archives

PUBLIC SCHOOL DISTRICT

Preschool

Schedule Date: March 13, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L4428	Preschool Student Information Form (This record series serves to track general information about preschool attendance during the school year. It is used for screening purposes to ensure all entrance requirements and testing have been met. The series can be used as a monitoring document assuring all services and requirements have been met). (C) KRS 61.878(a)	4	Destroy
L4429	Preschool Student Vision/Hearing Referral (This record series acts as a tracking sheet for children needing follow-up for vision/hearing problems. It is used as reminder that the referral has taken place. The series might be used to protect district from any claims regarding failure to provide services or adequate treatment).	4	Destroy
L4425	Preschool Parent Meeting Sign-In Sheet (This series serves as an attendance sheet for parent meetings. Statistical data gathered from the series is used in preparing grant applications. The series documents parental interest in their children's preschool program).	1	Destroy

C = Confidential Record

I = Indefinite

P = Permanent

V = Vital Record

# RECORDS RETENTION SCHEDULE

U1

## STATE ARCHIVES AND RECORDS COMMISSION

### Public Records Division

#### Kentucky Department for Libraries and Archives

PUBLIC SCHOOL DISTRICT

Professional Staff Development

Schedule Date: March 13, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L5232	Effective Instructional Leadership Act (EILA) File ( Also known as EILA. This record series may contain the End of Cycle Report, Verification Statements and Certificates, Assurance Page, Proposal Form and other supporting documents. This file is used to verify that designated instructional leaders have participated in a training program designed to improve the quality of instructional leadership in the District and all requirements of EILA have been met.) (C) KRS 61.878 (a) (V)	6	Destroy
L1934	Professional Staff Development Data Form File (This records series contains forms for Professional Staff, Paraprofessional Staff, Non Certified Staff and Teacher Aide Staff. Professional and Amended Professional Staff Data Forms are included in this series. Certain persons employed by a local school district in positions which require some type of certification by the Kentucky Department of Education needs to complete a data form. This record series is used to document staff data including certified staff, paraprofessionals, non certified staff, teacher aides, and has salary changes and corrections. Also each paraprofessional employed by a school district as teachers aide is identified with their qualifications on the forms in this file.This report is prepared by the principal of each school at the beginning of the school year. Identifies every non certified staff person employed in the school with their qualifications). (V)	2	Destroy

# RECORDS RETENTION SCHEDULE

U2

STATE ARCHIVES AND RECORDS COMMISSION

Public Records Division

Kentucky Department for Libraries and Archives

PUBLIC SCHOOL DISTRICT

Professional Staff Development

Schedule Date: March 13, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L4412	Professional Staff Development Program File (This record series is used to identify areas for school-based professional development, activities, attendance by staff and sources for funding development tied to planning. This file may include the professional development plan, the personal design plan and the professional development proposal. The series is used to outline the entire planning process at the school district level for both regulatory requirements and staff responsibilities. This includes types of workshops and meetings that are suitable for attendance).	5	Destroy
L4413	Professional Staff Development Credit File (Includes Travel) (This record series is used to document an individual request for and proposal of professional development credit for an activity involving travel and is used as a check off list to ensure the appropriateness for credit. The series is a detailed description of the travel project with narrative detail as to what took place. This includes international travel. This series is used for those staff members wishing to obtain credit for attending a professional development conference and is used to document participation. Credits obtained may assist in promotions, salary changes, or fulfilling job requirements.	3	Destroy
L2038	Performance Evaluation Plan for Certified Personnel ( This record series is revised yearly). (V)	3	Destroy

# RECORDS RETENTION SCHEDULE

U3

STATE ARCHIVES AND RECORDS COMMISSION

Public Records Division

Kentucky Department for Libraries and Archives

PUBLIC SCHOOL DISTRICT

Professional Staff Development

Schedule Date: March 13, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L2041	In-service Teacher Registration (This record series is used to verify the attendance and participation in the in-service program for professional improvement. This form insures that the teacher receives proper credit for participation. The central office or school principal keeps a record of the total inservice hours attained by each teacher).	1	Destroy
L2042	Teacher Evaluation of In-service Activity (This is the participating teacher's evaluation of the inservice workshop or activity. It is used by the Supervisor of Instruction in his evaluation of the workshop or activity).	1	Destroy
L2410	Request for Permission to Attend Professional Meeting	1	Destroy
L2411	Request for Approval of Equivalent Credit for Professional Growth (To Commission on Secondary Schools, Southern Association of Colleges and Schools)	6	Destroy
L2040	In-service Committee Minutes	4	Destroy

C = Confidential Record

I = Indefinite

P = Permanent

V = Vital Record

# RECORDS RETENTION SCHEDULE

V1

## STATE ARCHIVES AND RECORDS COMMISSION

### Public Records Division

#### Kentucky Department for Libraries and Archives

PUBLIC SCHOOL DISTRICT

School-Based Decision Making Council

Schedule Date: March 13, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L3002	School-Based Decision Making Council Minutes (V)	P	Retain
L3003	School-Based Decision Making Council Committee Minutes (V)	P	Retain
L3004	Teacher Council Member Election Records (This series documents the election of teachers to the School-Based Decision Making Council. There are a minimum of three teachers on each council. Teachers are elected by teachers to serve on the council through a secret ballot and majority rule. All certified employees are provided an opportunity to vote. The results are validated by a three-member validation committee composed of the principal and two teachers. A ballot is issued to each eligible employee who registers to vote with signature and social security number). (V)	3	Destroy
L3005	Parent Representative Council Member Election Records (This series documents the election of parent representatives to the School-Based Decision Making Council. Two parents are elected to the council. They are elected by the largest school-wide parent organization serving the school and are elected by that organization at a meeting called for that purpose. Parent representatives must have a child enrolled in the school to eligible to vote and to serve as council members). (V)	3	Destroy
L3006	School-Based Decision Making Council Meeting Announcement (V)	3	Destroy
L3007	School-Based Decision Making Council Committee Meeting Announcement (V)	3	Destroy

C = Confidential Record

I = Indefinite

P = Permanent

V = Vital Record



# RECORDS RETENTION SCHEDULE

V2

## STATE ARCHIVES AND RECORDS COMMISSION

### Public Records Division

### Kentucky Department for Libraries and Archives

PUBLIC SCHOOL DISTRICT

School-Based Decision Making Council

Schedule Date: March 13, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L3008	School-Based Decision Making Council/Committee Meeting Notification (V)	1	Destroy
L3011	School-Based Decision Making Council Annual Budget(Allocation) (V)	P	Retain
L3012	School-Based Decision Making Council Budget Expenditure Report (V)	3	Destroy after audit
L3013	School-Based Decision Making Council By-Laws	P	Retain
L3014	School-Based Decision Making Council Annual Transformation Plan (V)	5	Destroy
L3015	School-Based Decision Making Council Policy Appeals (This series documents the appeals process to School-Based Decision Making Council policy. A person requests in writing to be heard and includes information about the grievance issue. The council considers the merit of the complaint, makes a decision and responds in writing to the complainant. If not satisfied, the complainant can appeal to the local Board of Education and can further appeal to the Chief State School Officer). (V)	5	Destroy
L3016	School-Based Decision Making Council Request for Waiver of Board Policy (This series documents requests for waivers of local school board policy by the School-Based Decision Making Council. The waivers are requested when the council determines that local school board policies limit its effectiveness. The request must be in writing and identify the policy and the rationale for the request. Waivers are generally granted for one year). (V)	5	Destroy

C = Confidential Record

I = Indefinite

P = Permanent

V = Vital Record

# RECORDS RETENTION SCHEDULE

V3

## STATE ARCHIVES AND RECORDS COMMISSION

### Public Records Division

### Kentucky Department for Libraries and Archives

PUBLIC SCHOOL DISTRICT

School-Based Decision Making Council

Schedule Date: March 13, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L3017	School-Based Decision Making Council Policy (This series documents policies established by the School-Based Decision Making Council for its activities and decisions. The policies covered are required by law which may include determination of curriculum, assignment of staff, assignment of students, determination of school schedule, space allocation, planning and resolution of instructional practice, selection and implementation of discipline, selection of extracurricular programs and procedures consistent with local board policy). (V)	P	Retain
L3018	School-Based Decision Making Council Request for Professional Development (V)	3	Destroy
L3019	School-Based Decision Making Council Annual School Report (This series documents an individual schools objectives, outcomes and task accomplishments. The report will distributed to all parents affiliated with the school and shall include at least a three year comparison of dropout rate, retention rate, attendance, achievement scores, percent of free and reduced lunches and number of transfer students. The series is used to track annual progress taking place at an individual school). (V)	P	Retain
L3020	School-Based Decision Making Council Annual Financial Audit Report (This series documents the annual financial audit of the School-Based Decision Making Council. The financial audit is submitted to the Superintendent and follows guidelines established by the local board of education with advice from a certified public accountant. The series is used to insure compliance with the auditors letter to management).	P	Retain

---

C = Confidential Record      I = Indefinite      P = Permanent      V = Vital Record

# RECORDS RETENTION SCHEDULE

W1

STATE ARCHIVES AND RECORDS COMMISSION

Public Records Division

Kentucky Department for Libraries and Archives

PUBLIC SCHOOL DISTRICT

School Technology

Schedule Date: March 13, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L4418	On-Site Service Request (This record series documents a service request to school technology from an individual school. It is used as a planning and scheduling tool to ensure prompt and effective responses to service requests. It is used as the equivalent of a work order).	1	Destroy
L4419	Computer Repair Statement (This record series serves as a cost statement for repairs made to a particular computer at a school which outlines work done and the cost of the repair. It can be used for decision making whether the computer is worth maintaining or needs replacement).	2	Destroy
L4420	Audio Visual Repair Tag (This record series serves as a work order or request for repair of a piece of audio visual equipment at the school level and is attached to the item under question. Cumulative information gathered could be used in decisions regarding replacement).	1	Destroy
L4421	KETS Accounts File (This record series is used to document expenditures of KETS funds based on district technology needs as noted in the State Board Master Plan. It is used to determine where accounts balances may be at a given period of time).	5	Destroy
L4431	Vendor Files(KETS) (This record series is used to reference purchases from a particular vendor for easy retrieval for KETS projects at a school and for district-wide purposes The series is simply a folder titled by vendor name with the most recent activity at the front of the folder).	3	Destroy after audit

C = Confidential Record

I = Indefinite

P = Permanent

V = Vital Record

# RECORDS RETENTION SCHEDULE

X1

## STATE ARCHIVES AND RECORDS COMMISSION

### Public Records Division

#### Kentucky Department for Libraries and Archives

PUBLIC SCHOOL DISTRICT

Special Education

Schedule Date: March 13, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L5239	Student Medicaid & Health Services File (This record series is compiled by schools which participate as a school-based health care provider. The file contains lists of students who are participating along with provider lists and billing information). (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq.	7	Destroy
L1973	Attendance and Accounting for Special Education Student Services. (This document reports to the Department of Education a record of the delivery of services by the school district to handicapped children. It is used for monitoring and compliance purposes).	2	Destroy
L2001	Special Education Due Process Student Folder (May include: psychological evaluations, procedural checklists, record of parent contacts, referral to program, parental permissions for individual testing), notifications of SBARC Conferences, individual education programs, conference summary reports, parental permissions for placement, notification of placement recommendations, parental permissions for changes in placement, parental permission for reevaluation, parental refusal of placement, behavioral observations of referred student, development and social histories, permission for individual evaluations, evaluation notices, records of disclosures, learning disabilities written reports, notice of admissions and release committee meeting short term objectives). (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq. (V)	1	Destroy 3 years from date of last activity and after notification of parent(s) or legal guardian(s).
L2002	Application for Federal Assistance for the Education of Handicapped Children (V)	3	Destroy

C = Confidential Record

I = Indefinite

P = Permanent

V = Vital Record

# RECORDS RETENTION SCHEDULE

X2

STATE ARCHIVES AND RECORDS COMMISSION

Public Records Division

Kentucky Department for Libraries and Archives

PUBLIC SCHOOL DISTRICT

Special Education

Schedule Date: March 13, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L2003	Quarterly Summary Report - Education for the Handicapped (V)	3	Destroy after audit
L2004	Annual Data Report (This record series provides narrative and statistical data concerning the education of the handicapped).	P	Retain
L2005	Application for Tentative Approval for Classroom Units for Exceptional Children (V)	2	Destroy
L2006	Request for Approval of Replacement Teacher (V)	2	Destroy
L3121	Follow-up File for Emotionally and Behaviorally Disabled Students Who Have Been Moved into Regular Classroom Programs (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq. (V)	3	Destroy
L5576	Student Application for Program -- Student Not Accepted (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq.	3	Destroy

C = Confidential Record

I = Indefinite

P = Permanent

V = Vital Record

# RECORDS RETENTION SCHEDULE

Y1

STATE ARCHIVES AND RECORDS COMMISSION

Public Records Division

Kentucky Department for Libraries and Archives

PUBLIC SCHOOL DISTRICT

Student Records

Schedule Date: March 13, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L2363	<p>Student Cumulative Record Card/Folder(Current, Graduates, &amp; Withdrawals) (This record series is used to document the educational history of the student. It is the essential documentation for student evaluation, placement, and graduation. After graduation it becomes a data file on the student that is necessary for job placement, college entrance, and other purposes vital to the individual. The exact content of the student cumulative folder may vary by school district.</p> <p>Record series that may be in the student folder:</p> <ol style="list-style-type: none"> <li>1). Cumulative Student Record Card (Retain Permanently)</li> <li>2). Student Record Release Form (L5338)(Retain Permanently)</li> <li>3). Duplicate "Copy of Record" (L5323)(Destroy when no longer useful)</li> <li>4). Non-Permanent Record Series per Public School District Retention Schedule</li> </ol> <p>* Records filed in this folder, which are included in this schedule as non permanent, may be separated from this folder and destroyed in accordance with the stated disposition instruction). (C) 20 USC Section 1232g et seq. &amp; KRS 160.700 et seq. (V)</p>	P	Retain. Records series included in the folder which are designated as non permanent may be separated from the folder and destroyed in accordance with the stated disposition instructions.
L1992	Primary Work Book (Contains student class assignments: penmanship, art, composition, language, etc. Closed about 1893.)	P	Retain
L2366	Student Withdrawal Checklist and Clearance Sheet (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq.	P	Retain

C = Confidential Record

I = Indefinite

P = Permanent

V = Vital Record

# RECORDS RETENTION SCHEDULE

Y2

## STATE ARCHIVES AND RECORDS COMMISSION

### Public Records Division

#### Kentucky Department for Libraries and Archives

## PUBLIC SCHOOL DISTRICT

### Student Records

Schedule Date: March 13, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L2367	Parent Notification to School for Student Withdrawal from School Form (Required by KRS 159.010 for student between ages 16-18 to terminate education [prior to graduation.]) (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq.	P	Retain
L2368	Student Aptitude, Achievement & Academic Test Score Results (This record series are the results of tests including aptitude, achievement, academic, PSAT, SAT and ACT and may be attached to the permanent Student Cumulative Card or Folder. In this case the records become permanent and should not be destroyed. If they are kept separate from the Card they may be destroyed according to the retention schedule). (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq.	I	Destroy 4 years after student leaves school
L2369	Student Activity Participation Sheet (Record of student's co-curricular and extra curricular activities, and honors received) Closed Date: 7/13/90 (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq.	I	Destroy one year after graduation
L1852	Referral to Special Programs (Federal, State and Other) (This document is used for entrance into special programs, including state and federal programs operated by the schools. The students must meet certain criteria). (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq.	1	Destroy
L1945	Register of Individuals Reviewing Student Records (This record series is used to register, in chronological order, those persons who have authorized releases to review student information. The purpose is to protect school staff against unauthorized release of information by keeping a record of what was released and to whom).	5	Destroy

C = Confidential Record      I = Indefinite      P = Permanent      V = Vital Record

# RECORDS RETENTION SCHEDULE

Y3

STATE ARCHIVES AND RECORDS COMMISSION

Public Records Division

Kentucky Department for Libraries and Archives

PUBLIC SCHOOL DISTRICT

Student Records

Schedule Date: March 13, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L1972	Scoliosis Screening Data Sheet (Used to screen students for those having curvature of the spine)	1	Destroy
L1974	Pupil Personnel Services Application (This requests services (home visit, conference with student, petition for student for: truancy, illness, parental indifference, behavior, etc.) of the Office of Director of Pupil Personnel. This is usually a matter of student absenteeism, but other problems could be the issue). (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq.	2	Destroy
L1975	Final Notices, Petitions, Court Actions for Truancy Violations (Log of absentee/truancy follow-up activities of the DPP) (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq.	5	Destroy
L1976	Final Notice to Parent/Guardian (Student Absenteeism) (Final Notice to parent/guardian that student is not attending school as required by law) (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq.	2	Destroy
L1987	Request for Transfer of Pupil Within the School District (This record series is a request which conveys permission for a student to transfer from one school to another within the district. These requests must be made annually. A transfer for one year does not assure approval for successive years).	1	Destroy

C = Confidential Record

I = Indefinite

P = Permanent

V = Vital Record



# RECORDS RETENTION SCHEDULE

Y4

## STATE ARCHIVES AND RECORDS COMMISSION

### Public Records Division

#### Kentucky Department for Libraries and Archives

## PUBLIC SCHOOL DISTRICT

### Student Records

Schedule Date: March 13, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L2370	Student Transfer Document (This record series is used to certify a student's attendance in the school system along with grades and credits earned in course work to date. In effect, this is a transcript of grades. This document is used to transfer a student's school record to another school district. All original information is in the student's cumulative folder and remains in the transferring school district). Closed Date: 7/13/90 (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq.	I	Destroy when obsolete
L2372	Student Cumulative Health Record (May contain the student medical record, immunization record, dental record, religious--medical exemption and related documents. These records ensure that the student has met state mandated health requirements to attend school. They verify immunizations and health history. Used to qualify student to attend public school and as the basis to protect the health of the general school population. These may be found in other agencies such as local health departments and private doctor's offices. May contain the medical examination form signed by physician, immunization history, request and consent for immunization, pupil health appraisal. Religious/Medical Exemption Form may replace the medical, immunization, and dental form). (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq.	I	Release to graduates at the time of graduation, or destroy one year after graduation; or retain until non-graduate student reaches the age.
L2376	Counseling Referral Form (This record is used by school district personnel, including teachers in referring students to the guidance counselor or school psychologist for counseling and evaluation. (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq.	I	Destroy one year after graduation

C = Confidential Record

I = Indefinite

P = Permanent

V = Vital Record

# RECORDS RETENTION SCHEDULE

Y5

STATE ARCHIVES AND RECORDS COMMISSION

Public Records Division

Kentucky Department for Libraries and Archives

PUBLIC SCHOOL DISTRICT

Student Records

Schedule Date: March 13, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L2377	Student Request for Change in Schedule (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq.	1	Destroy when new schedule is made
L2378	Student Parental Permissions/Requests (Extracurricular Activities in School Hours, To Leave School Early, To Stay After School, To Ride a Different Bus)	1	Destroy
L2380	Parental Waiver of Student Attendance in Any Federally Funded Class (This record is used to certify that the parent or guardian has been informed of a federally funded program available for their child to attend and has chosen not to allow the child to participate. This record is maintained in the student cumulative folder). (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq.	5	Destroy
L2383	Grade Deficiency Report (Communication to parent that student is in academic difficulty) (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq.	1	Destroy
L2384	Student Application for Vocational School Class Closed Date: 7/13/90 (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq.	1	Destroy
L2385	Student Sign-In Sign-Out Log (Log of students who leave school with permission during the day)	1	Destroy
L2390	Student Scholarship and Senior Awards (Compiled for graduation, lists student's scholarships and awards) Closed Date: 7/13/98	1	Destroy

C = Confidential Record

I = Indefinite

P = Permanent

V = Vital Record

# RECORDS RETENTION SCHEDULE

Y6

STATE ARCHIVES AND RECORDS COMMISSION

Public Records Division

Kentucky Department for Libraries and Archives

PUBLIC SCHOOL DISTRICT

Student Records

Schedule Date: March 13, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L2393	Student Schedule Card (This record series documents a students class schedule and day to day activities. Used to track whereabouts of student while at school). (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq. (V)	1	Destroy
L2398	Teacher Class Schedule/Worksheet (Created by teachers in each department in setting up class schedules for the upcoming school year)	1	Destroy
L2399	Graduate Survey/Annual Performance Report (Periodically the school surveys graduates to ascertain how they are doing in their careers and lives and how well they feel their schools prepared them. The results are summarized and reported to the local Board of Education, the faculty, and the news media. The information is used to gauge the success of students and to locate possible weaknesses in the educational process of the district. It indicates what graduates, as a class have done in college work, in military science, and in fields of employment. This instrument is used to gauge possible weaknesses in the educational process of the district and as a reference to use in planning curriculum for future classes. Since KERA (the KY Education Reform Act) was instituted it has been filed as a part of the Annual Performance Report which is published in the local paper with greatest circulation every year).	1	Destroy

# RECORDS RETENTION SCHEDULE

Y7

STATE ARCHIVES AND RECORDS COMMISSION

Public Records Division

Kentucky Department for Libraries and Archives

PUBLIC SCHOOL DISTRICT

Student Records

Schedule Date: March 13, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L2759	Achievement/Aptitude Test Answer Sheets (The form is used to record answers to questions provided in aptitude and achievement tests administered a by school district to its students. Test results are used to determine student academic achievement and aptitude and assist in student placement. Since the results are eventually to be found in the Aptitude and Achievement Test Score Report or Student Cumulative Folder the sheets need not be kept to document mental deficiency). (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq.	2	Destroy
L2813	Student's Application for Optional Programs (This record series documents the application of a student to attend a special optional program offered by a school district. The optional programs are tailored to a student's interest and frequently build upon skills and abilities while others respond to individual students' learning needs. Examples of programs would be those related to the performing arts, science and technology, international studies, foreign language, or traditional studies). (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq. (V)	2	Destroy

# RECORDS RETENTION SCHEDULE

Y8

STATE ARCHIVES AND RECORDS COMMISSION

Public Records Division

Kentucky Department for Libraries and Archives

PUBLIC SCHOOL DISTRICT

Student Records

Schedule Date: March 13, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L2924	Student Suspensions, Expulsions and Dismissal File (The record series documents the suspension or expulsion of pupils from school. KRS 158.150 requires that all pupils shall comply with the lawful regulations of school government. Any willful disobedience or defiance may lead to suspension or expulsion. Due process shall precede any suspension and statute further provides that any suspension action shall be reported to the superintendent and parent or guardian of the pupil. The form will generally have a distribution to the parent/guardian, superintendent and school principal. If the infraction is serious enough to warrant expulsion the recommendation needs to accompany the form distribution. The expulsion request will then be presented to the School Board by the Superintendent. If the Board votes to expel the student, the Superintendent will prepare a formal letter of expulsion to be sent to the parent/guardian and school principal. Copies of dismissals, expulsions and suspensions should also be filed in the student cumulative folder). (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq. (V)	5	Destroy
L3021	Authorization to Give Medicine (C) KRS 61.878 (1)(a) (V)	1	Destroy
L3160	Teenage Parent Program (TAPP) Medical Records (This series documents the medical services provided under a TAPP (Teenage Parent Program) operated by a school district. The series documents medical services provided, adherence to protocols, standards met, and statistical data). (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq. (V)	I	Destroy 5 years after the patient reaches 18 years of age or 10 years from last date of service whichever is greater.

C = Confidential Record

I = Indefinite

P = Permanent

V = Vital Record

# RECORDS RETENTION SCHEDULE

Y9

STATE ARCHIVES AND RECORDS COMMISSION

Public Records Division

Kentucky Department for Libraries and Archives

PUBLIC SCHOOL DISTRICT

Student Records

Schedule Date: March 13, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L4462	Emergency Cards for Students (This card is completed by the parent/guardian upon a child's entry into school and is completed yearly thereafter. It provides specific information for use in an emergency). (V)	I	Destroy when the card has been replaced with an updated one
L5135	Student Statistics from Behavior Center (This series document incidents in which a student must be taken to a behavior area. This may be a facility where students are sent when they are removed from the classroom).	10	Destroy
L5136	Student Behavior Log These are daily records of student behavior at a special behavior area. This is a structured program for students identified as emotionally and/or behaviorally disabled and whose needs are best served in a specialized (i.e., positive, structured, education-oriented) environment. Placement may be initiated by the principal or counselor at the student's present school).	10	Destroy

C = Confidential Record

I = Indefinite

P = Permanent

V = Vital Record

# RECORDS RETENTION SCHEDULE

Y10

## STATE ARCHIVES AND RECORDS COMMISSION

### Public Records Division

#### Kentucky Department for Libraries and Archives

## PUBLIC SCHOOL DISTRICT

### Student Records

Schedule Date: March 13, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L5233	Juvenile Justice Student Record File (Day Treatment Center) (This record is used to document that students were referred to, and took part in the Juvenile Justice Day Treatment Center program. Day treatment centers provide educational alternatives for youth between the ages of 12 and 17 whose behavior precludes participation in a regular school setting and who have been referred by the court or school system. These programs are the least restrictive and most cost-effective placement alternative to institutional care. The centers are organized around a normal classroom schedule and curriculum, with individualized instruction. These centers are operated by the Kentucky Department of Juvenile Justice but the student records are considered part of the student's home school district). (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq. (V)	I	Destroy 3 years after student is discharged
L5234	Individual Student Graduation Plan (This record series is used to document student's goals for graduation, how they plan to get there, what classes and steps they are going to take and career possibilities. Graduation plans for each student is mandated by the Kentucky Dept. of Education. These records identify areas where the student may be deficient or proficient through testing and questionnaires. This record series contains copies of student abilities questionnaires, list of possible jobs & careers, student report that consists of test results(subjects) that ranks the students proficiency with those nationwide, individual profile report, individual student report (Kentucky Core Content Test), CATS results, KIRIS Individual Student Report and achievement tests.). (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq.	I	Return to student at time of graduation. If not returned destroy one year after graduation or withdrawal.

C = Confidential Record      I = Indefinite      P = Permanent      V = Vital Record

# RECORDS RETENTION SCHEDULE

Y11

## STATE ARCHIVES AND RECORDS COMMISSION

### Public Records Division

#### Kentucky Department for Libraries and Archives

## PUBLIC SCHOOL DISTRICT

### Student Records

Schedule Date: March 13, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L5327	Student Census Record (This record is used to document student enrollment in the school district and has evolved from the beginning of common schools in Kentucky. May be a card, roster or printout. This record series contains the student name, school grade date, sex, birthdate, student address, home phone, parent and guardian. Used extensively by the Office of Pupil Personnel and is consulted on a daily basis. Statistical reports may be attached which include migrant work report, racial category report, non-enrollment report, report of 18 year olds and overage students, non-resident student report, district census roster, school census roster, and annual census report to state department). (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq. (V)	P	Retain
L5082	Student Test Grades, 9-12, All Subjects (This records documents a program that offers individuals who have not earned a high school diploma a chance to do so. These students earn a high school degree at their own pace and graduate when they have met the requirements. This record was created to keep track of specific grades a teacher gives a student during an academic year; it contains work completed by students toward high school credits). (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq.	1	Destroy when student has completed the course.



# RECORDS RETENTION SCHEDULE

Y12

STATE ARCHIVES AND RECORDS COMMISSION

Public Records Division

Kentucky Department for Libraries and Archives

PUBLIC SCHOOL DISTRICT

Student Records

Schedule Date:

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L2461	Student Discipline Record (Card, File or Log) (This record series is used to document disciplinary action taken against students. This record is used as a quick reference when trying to identify students that have been disciplined. This may be on individual cards according to name of the student, in a file or kept as a log by those dispensing the discipline. Some of this information may find its way to the student cumulative folder). (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq.	I	Destroy one year after student leaves the District.
L5371	Day Care Enrollment Records (The records in this series document the day care of infants and toddlers who are the children of Teenage Parent Program (TAPP). Records document the children's identities, medical treatment, coordination of payment with the 4-C program for child care costs, absences, and other regular occurrences in the provision of child care).	I	Destroy 3 years after child's withdrawal from the day care center
L5372	Student Health Education Data Survey Forms (C) 20 USC Section 1232g et seq.	I	Destroy 1 year after preparation of report based on data

C = Confidential Record

I = Indefinite

P = Permanent

V = Vital Record

# RECORDS RETENTION SCHEDULE

Z1

STATE ARCHIVES AND RECORDS COMMISSION

Public Records Division

Kentucky Department for Libraries and Archives

PUBLIC SCHOOL DISTRICT

Title IX

Schedule Date: March 13, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L5351	Title IX Complaint File (This record series contains all complaints and reports of possible non-compliance with Title IX. These are complaints by students, staff and others. This file contains those complaints that go through the formal process whether substantiated or unsubstantiated. May include the name of the accused, review documents, complaint form, investigation reports, responses from accused, appeals, findings and or remedies, correspondence and actions taken). (C) 20 USC Section 1232g et seq. (V)	I	Destroy 5 years after student graduates or withdraws
L5350	Title IX Policies, Procedures & Compliance File (This record may contain the compliance reports, self assessment audit, annual verification of procedures, grievance procedures and policy statement. This file is used to document compliance with Title IX by all areas within the school district including athletics and activities. Covered institutions, those receiving federal funding, must assess their own policies and procedures to ensure that gender equity is practiced in their organizations. Adjustments to policies and procedures are made as needed to eliminate any discriminatory practices. Schools must establish grievance procedures and appoint a contact person to coordinate compliance. Public notice must be given in the local newspaper).	P	Retain

# RECORDS RETENTION SCHEDULE

AA1

STATE ARCHIVES AND RECORDS COMMISSION

Public Records Division

Kentucky Department for Libraries and Archives

PUBLIC SCHOOL DISTRICT

Transportation

Schedule Date: March 13, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L2087	Vehicle Maintenance and Inspection File (This is a record which was created to keep all maintenance activities and inspections for a particular bus. This file contains the preventive maintenance inspection reports, work orders, pre-trip inspection, inspection reports, inspection certifications, is put in the folder. This is used as a reference in comparing maintenance done to a bus over the years). (V)	5	Destroy after audit
L2088	Monthly Fuel and Mileage Record (This record is used to document the daily consumption of fuel and the mileage run of each bus on a daily basis. This report is then compiled and issued as a monthly fuel report).	1	Destroy
L2090	Annual Bus Fuel Consumption Report File	3	Destroy after audit
L2091	Bus Driver Extra Trip Pay Voucher	3	Destroy after audit
L2093	Extra Curricular Trip Mileage Monthly Report	1	Destroy
L2094	School Bus Driver Evaluation File (New Driver's Test Required for Certification and Employment--may be placed in the Personnel Master Folder)	1	Destroy five years after last entry
L2095	Medical Examination Report for School Bus Drivers and Subs. School. Bus Drivers (V)	1	Destroy five years after last entry.
L2096	School Bus Driver's Physical Fitness Certificate (V)	1	Destroy five years after last entry
L2097	School Bus Evacuation Drill Report	2	Destroy
L2098	Extra Curricular Trips Monthly Summary	3	Destroy

C = Confidential Record      I = Indefinite      P = Permanent      V = Vital Record

# RECORDS RETENTION SCHEDULE

AA2

STATE ARCHIVES AND RECORDS COMMISSION

Public Records Division

Kentucky Department for Libraries and Archives

PUBLIC SCHOOL DISTRICT

Transportation

Schedule Date: March 13, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L2099	Yearly Bus Repair Summary Report	1	Destroy
L2100	Annual Summary of Bus Transportation Report (The purpose of this report is to inform the district board of education on an annual basis of the maintenance and gasoline consumption costs for the previous year's operations. It is background information needed for budget planning).	1	Destroy
L2101	Kentucky School Bus Accident Report	4	Destroy
L2309	School Bus Route and Schedule (V)	2	Destroy
L2310	School Bus Route and Schedule - Exceptional Children (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq. (V)	2	Destroy
L3116	Standard Bus Route Time Determination Record (This series documents an agreement between the school bus driver and the supervisory staff in school transportation as to the amount of paid time a driver has accrued on a given day as well as the number of miles driven. The series is critical should questions arise regarding driver pay and will reflect changes in routes and assignment which may take place over a school year. Some districts use time sheets for payment records). (V)	3	Destroy after audit

C = Confidential Record

I = Indefinite

P = Permanent

V = Vital Record

# RECORDS RETENTION SCHEDULE

BB1

## STATE ARCHIVES AND RECORDS COMMISSION

### Public Records Division

#### Kentucky Department for Libraries and Archives

PUBLIC SCHOOL DISTRICT

Vocational/Technical Education

Schedule Date: March 13, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L2992	Gainful Student Enrollment in Vocational Education Program Summary Roster (Gainful Roster) (V)	3	Destroy after audit
L2993	Initial Non-Gainful Student Enrollment in Vocation Education Program Summary Roster (Non-Gainful Roster) (V)	3	Destroy after audit
L2994	Vocational Education Enrollment Data (District Roster Summary)	4	Destroy
L2995	Vocational/Technical Education Student Folder (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq. (V)	I	Destroy one year after graduation, separation or withdrawal. Permanent information is found on Student Cumulative Folder
L2996	Insurance Form-Verification/Release (V)	I	Destroy one year after graduation, separation or withdrawal
L2997	Cooperative Vocational Education Student Agreement (V)	I	Destroy one year after graduation, separation or withdrawal
L2998	Vocational/Technical Titles VII and IX Compliance Form (This series documents the compliance of a company or firm placing students on cooperative work assignments with the requirements of Titles VII and IX of the Federal law. Students placed on cooperative work assignments cannot be discriminated against on the basis of race, sex, religion, or national origin by the employer. The employer also agrees that referrals for employment conform to the requirements of Title VII and IX). (V)	I	Destroy one year after graduation, separation or withdrawal
L2999	Parental Approval and Release of Claim for Damages (V)	I	Destroy one year after graduation, separation or withdrawal

C = Confidential Record      I = Indefinite      P = Permanent      V = Vital Record

# RECORDS RETENTION SCHEDULE

BB2

STATE ARCHIVES AND RECORDS COMMISSION

Public Records Division

Kentucky Department for Libraries and Archives

PUBLIC SCHOOL DISTRICT

Vocational/Technical Education

Schedule Date: March 13, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L3000	Student Working Hours and Evaluation Sheet (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq. (V)	I	Destroy one year after graduation, withdrawal or separation from school
L3001	Training Plan Agreement (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq. (V)	I	Destroy one year after graduation, separation or withdrawal
L5165	Kentucky Student Career/Transition Plan (KDE) Closed Date: 6/30/01 (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq. (V)	I	Destroy 1 year after graduation, separation, or withdrawal; and audit.

C = Confidential Record

I = Indefinite

P = Permanent

V = Vital Record

# INDEX

## PUBLIC SCHOOL DISTRICT RECORDS RETENTION SCHEDULE

### A

Absentee Appeal, Student L2382.....	D3
Absentee Information Card/Record, Student, Attendance L1960.....	D1
Absentee Permit, Student L2334 .....	D3
Absentee Report, Weekly-Principal's, Attendance L1961.....	D2
Academic Achievement Periodic Reports L5301.....	A9
Academic Test Score Results, Student L2368.....	Y2
Accident Report File L2445 .....	A7
Accident Report, Kentucky School Bus (Transportation) L2101.....	AA2
Accounting Audit, Pupil L1983 .....	D2
Accounting, Pupil Withdrawal/Change Form L1984.....	D2
Accounts Ledger L5276 .....	J1
Accounts Payable File L5294 .....	J3
Accounts Receivable L5282.....	J4
Achievement Test Score Results, Student L2368.....	Y2
Achievement/Aptitude/Academic Test Answer Sheets L2759.....	Y7
Activities Budget Planning Document, Student L2457.....	C2
Activities, Budget Form Student L2457.....	C2
Activity Fund File L5341 .....	J3
Activity Participation Sheet, Student Records L2369 .....	Y2
Activity Periodic Reports L5301 .....	A9
Activity Report – Maintenance, Daily L1919.....	G1
Activity Request Form, Fund Raising L2458.....	C2
Activity/Club Budget Form L2457.....	C2
Administration File, Principal's L5346.....	A13
<b>ADMINISTRATION RECORDS SECTION .....</b>	<b>A1-A13</b>
Administrative File, Head Start L5322 .....	N2
Administrative File, Preschool L5324 .....	T1
Administrators & Teachers (Tenured/Non-tenured) Evaluation L2412 .....	P4
Adoption and Purchase Schedule, Textbook L2067 .....	P3
Adult Ed. Monthly Training & Wages Records-Vet. Admin. L1796 .....	P1
Adult Education Basic Program Evaluation L1781 .....	P1
Adult Education Enrollment and Separation Report L1791.....	P1
Adult Education KY Literacy Commission Financial Report L1782.....	P1
Adult Education Monthly Student Enrollment List L1784.....	P1
Adult Education Program Assessment Report L1780.....	P1
Adult Education Staff Information Report L1785.....	P1
Adult Education Student Attendance File L1803.....	P2
Adult Education Student Folder L1786.....	P1
Adult Education Student Roster L1787.....	P1
Adult Education Teacher Number Record List L1797 .....	P2
Adult Education Weekly Schedule L1799 .....	P2
Advance Funding Request, Family Resource Center L4444 .....	H1
Agenda, Textbook Committee L2065 .....	P3
Agreement with College, Student Teacher L2051.....	P2
Agreement, School District Staff Net User L4459.....	Q1
Agreements and Contracts L5297 .....	A8
Agreements between Local Agencies, Family Resource Center L4452.....	H2

Agreements, Service L2030 .....	A6
Aides, Teacher File L5355.....	P4
Allocated Donated Foods, Notice of L1886.....	K2
Allocation of Food, Milk and Other Costs L1877.....	K1
Alternate Portfolio, CATS L5242 .....	E1
Alternate Portfolios, KIRIS L4439.....	E3
Americorps Records L5068 thru L5078 .....	B1
Analysis, CATS Writing Portfolio L5246 .....	E2
Analysis, KIRIS Writing Portfolio L4437.....	E3
Announcement, School-Based Council <b>Committee</b> Meeting L3007 .....	V1
Annual Activity Report, Health Coordinators L1971 .....	A5
Annual Approved Audit L1807.....	J1
Annual Approved Budget L5288.....	J4
Annual Attendance Report, Superintendent (SAAR) L2308.....	A2
Annual Audit Report L2031.....	A1
Annual Budget, School-Based Decision Making Council L3011.....	V2
Annual Data Report, Special Education L2004.....	X2
Annual Financial Audit Report, School-Based Council L3020.....	V3
Annual Financial Report (Annual Approved Audit) L1807.....	J1
Annual Fuel Consumption Report File, Transportation L2090.....	AA1
Annual Growth Factor Report, Attendance L1955 .....	D1
Annual Ledger L5276.....	J1
Annual Performance Report L5336.....	A5
Annual Performance Report, KIRIS L4440.....	E4
Annual Plan for Guidance Services L2395.....	A6
Annual Program Assessment Report, Adult Education L1780.....	P1
Annual Project Evaluation and Report File – Grants L1849.....	M2
Annual Reconciliation of Occupational License Tax L2952.....	J6
Annual Report, Gifted and Talented L2058.....	L1
Annual Report, Head Start L1900.....	N2
Annual Reports of Official Programs, Schools & Departments L5308.....	A4
Annual Return of Withheld Federal Income Tax L5266.....	R4
Annual School Report, School-Based Decision Making Council L3019.....	V3
Annual Statistical Investigative Report L4398.....	G5
Annual Summative Evaluation, Gifted and Talented L2058.....	L1
Annual Teacher Request for Office and Instructional Supplies L2433.....	A5
Annual Transformation Plan, School-Based Council L3014 .....	V2
Appeals, School-Based Decision Making Council Policy L3015 .....	V2
Applicants Recommended for Employment L3118.....	S2
Application – Persons Not Hired L2025.....	S2
Application File, ESS L4400 .....	F1
Application File, Head Start L5322 .....	N2
Application File, Preschool L5324.....	T1
Application for Federal Assistance for Handicapped Children L2002 .....	X1
Application for Free and Reduced School Meals L2307 .....	K1
Application for Optional Programs, Students L2813.....	Y7
Application for Re-employment – Classified...L5236.....	S4
Application for Program, Student – Student Not Accepted L5576.....	X2
Application for School Assistance, Impact Aid L1910.....	O1
Application Screening Profile, Personnel L3117.....	S2
Application, Non-resident Student/Pupil L5357 .....	D3
Application-Tentative Approval for Classroom Units, Sp. Ed. L2005.....	X2
Approval Letter – EHA L1994.....	M2



Aptitude Test Score Results, Student L2368.....	Y2
Aptitude/Achievement/Academic Test Answer Sheets L2759.....	Y7
Assessment Center File, Regional L5293.....	M2
Assessment Report, CATS Individual Student L5248.....	E2
Assessment Report, KIRIS Individual Student L4443.....	E4
Assessment Report, KIRIS L4435.....	E3
Asset/Equipment Inventory File L5279 .....	J7
Assurance Form, EILA L5232 .....	U1
Athlete's Medical History File L2327.....	C1
Athlete's Participation Parental Approval L2329.....	C1
Athlete's Questionnaire/Pre-Participation Exam L2328.....	C1
Athletic Budget L2320.....	C1
<b>ATHLETICS/ACTIVITIES RECORDS SECTION .....</b>	<b>C1-C2</b>
Attendance & Accounting for Special Education Student Services L1973. ....	X1
Attendance and Time Record File, Payroll L5260 .....	R2
Attendance by Non-Immigrant Students, Petition for Approval of School L2427 .....	A2
Attendance File, Adult Education Student L1803.....	P2
Attendance File, Principal's L5345.....	D4
Attendance Out of District, Request L4496 .....	D3
Attendance Periodic Reports L5301.....	A9
Attendance Record, Head Start Daily L1907.....	N2
Attendance Record, Student – First 10 Days, Daily L1958.....	D1
Attendance Records (From Schools to Central Office) L5240 .....	D4
Attendance Records (Working Copy for Reporting) L5240.....	D4
Attendance Records File (Non-Official/Duplicates) L5240 .....	D4
<b>ATTENDANCE RECORDS SECTION.....</b>	<b>D1-D6</b>
Attendance Report for First Two Months-Growth Factor L1954 .....	D1
Attendance Report, Daily Payroll L5260 .....	R2
Attendance Report, Monthly Pupil – Principal's L2443.....	D2
Attendance Report, Superintendent's Annual (SAAR) L2308 .....	A2
Attendance Report, Teacher's Monthly L1948.....	D1
Attendance Reports, Periodic (daily, weekly, monthly, quarterly) L5330 .....	D5
Attendance Reports, Periodic (Statistical and Summary) L5330.....	D5
Attendance Roster, Daily Homeroom L2424.....	D3
Attendance, Home/Hospital Program L1967 .....	D2
Attendance, Record of Daily L1947.....	D1
Audio Visual Repair Tag, School Technology L4420 .....	W1
Audio/Video Tapes & Disks of Meetings L2014.....	A6
Audit Report, Annual L2031 .....	A1
Audit Report, School-Based Council Annual Financial L3020.....	V3
Audit Trail Lists L5275.....	J2
Audit, Annual L1807.....	J1
Audit, CATS Writing Portfolio L5247.....	E2
Audit, KIRIS Writing Portfolio L4438 .....	E3
Audit, Pupil Accounting, Attendance L1983 .....	D2
Audit, Utility Gross Receipts License Tax Collection L2817.....	J6
Audits, Periodic (Daily, Weekly, Monthly, Quarterly) L5281.....	J1
Authority File, Individual Payroll L5261.....	R3
Authorization to Give Medicine (Student Records) L2924 .....	Y8
Awards and Scholarship List, Senior/Student L2390.....	Y5

## B

Balance Sheets L5275.....	J2
Bank Reconciliations L5283.....	J4
Bank Statement L5283.....	J4
Banking Record File L5283.....	J4
Baseline Study Test, KIRIS L4442.....	E4
Behavior Center, Student Statistics L5135.....	Y9
Behavior Log, Student (Structured/Special Programs) L5136.....	Y9
Bid File – Successful L5298.....	J6
Bid File – Unsuccessful L5299.....	J6
Bid List L1882.....	K1
Bidders, List of L5300.....	J6
Bird Books, Attendance L1946.....	D1
Blueprints L5320.....	A4
Board Record Book/File L2017.....	A1
Bond Coupon Redemption Register L5289.....	J5
Bond Record File L5289.....	J5
Bond Register L5289.....	J5
Bonds and Coupons, Cancelled L5290.....	J5
Breakfast Participation Report L1889.....	K2
Break-in and Vandalism Reports L4481.....	A8
Budget Amendment Request, Family Resource Center L4446.....	H1
Budget Draft/Proposal L5286.....	J5
Budget Expenditure Report, School-Based Council L3012.....	V2
Budget Report, Family Resource Center L4445.....	H1
Budget Work papers L5287.....	J5
Budget, Annual Approved L5288.....	J4
Budget, Athletic L2320.....	C1
Budget, Close Estimate L5286.....	J5
Budget, School-Based Decision Making Council Annual L3011.....	V2
Budget, Working L5286.....	J5
Budgetary Control Summary L4469.....	J5
Building and Grounds, Capital Improvement Requests L4470.....	J7
Building Specifications L5320.....	A4
Building, Grounds and Facilities Usage and Rental Application L4472.....	J7
Bus Driver Evaluation File, Transportation L2094.....	AA1
Bus Driver Extra Trip Pay Voucher, Transportation L2091.....	AA1
Bus Driver's Physical Fitness Certificate, Transportation L2096.....	AA1
Bus Drivers, Medical Examination Report, Transportation L2095.....	AA1
Bus Evacuation Drill Report, Transportation L2097.....	AA1
Bus Repair Summary Report, Yearly, Transportation L2099.....	AA2
Bus Route and Schedule, Transportation L2309.....	AA2
Bus Route and Schedule-Exceptional Children, Transportation L2310.....	AA2
Bus Route Time (Standard) Determination Record, Transportation L2310.....	AA2
By-Laws, School-Based Decision Making Council L3013.....	V2

## C

Calendar, Official School Year L1978.....	A6
Calendar, Superintendent's L2019.....	A6
Calendars, School, Twenty Day, Homeroom Teacher, School L1977.....	A6
Cancelled Bonds and Coupons L5290.....	J5
Cancelled Checks L5283.....	J4

Cancelled Payroll Check Copies L1930.....	R2
Capital Improvement Requests L4470.....	J7
Career/Transition Plan (Student), Vocational/Tech. Ed. L5165.....	BB2
Cash Receipts, Accounts Payable L5294.....	J3
CATS Alternate Portfolio L5242.....	E1
CATS Individual Student Assessment Report L5248.....	E2
CATS Kentucky Performance Report L5243.....	E2
CATS School Verification and Enrollment L5245.....	E2
CATS Test Information for School & District L5244.....	E2
CATS Writing Portfolio Analysis L5246.....	E2
CATS Writing Portfolio Audit L5247.....	E2
CATS Writing Portfolio L5241.....	E1
Census Record, Student L5327.....	Y11
Certificate of Disposal for Bonds and Coupon L5289.....	J5
Change in Schedule, Student Request L2377.....	Y5
Charitable Gaming Organization Activity Registration L5284.....	J6
Charitable Gaming Organization Quarterly Accounting Report L5285.....	J6
Check Copies, Payroll L1930.....	R2
Check Register L5283.....	J4
Check Stubs L5283.....	J4
Checks, Duplicate L5283.....	J4
Citizen Complaints/Petitions L5314.....	A10
Claim for Damages, Parental Approval & Release (Vocational/Tech Ed.) L2999.....	BB1
Claims, Accounts Payable L5294.....	J3
Class Record Book, Teacher's L2637.....	P5
Class Schedule, Teacher's Yearly L2398.....	Y6
Class Schedule/Worksheet, Teacher's Yearly L2398.....	Y6
Class Schedules, Principal's L5346.....	A13
Classes, Schedule of L2441.....	P4
Code of Conduct, Student L2026.....	A1
Code of Ethics (State Testing Program) L2054.....	P3
Commodity Perpetual Inventory, USDA L1881.....	K1
Common School Commissioner, Record Book L2847.....	A2
Community Needs Survey, Family Resource Center L4449.....	H2
Comparison of Enrollment, for Day 10- Yearly, Attendance L1957.....	D1
Complaints Against Staff L2639.....	G2
Complaints/Petitions, Citizen L5314.....	A10
Compliance and Report (School/District), EEO L2055.....	P3
Comprehensive Improvement Plan – District & School L5250.....	A2
Computer Repair Statement, School Technology L4419.....	W1
Computer User File/Log L5349.....	Q2
Confidentiality Statement, Family Resource Center L4447.....	H1
Consent to Review Student Records, by Parents or Guardian L5328.....	A5
Consent, Family Resource Center Parental L4448.....	H1
Contract File for Non-resident Pupils L1985.....	D2
Contracts and Agreements L5297.....	A8
Contribution Report, Unemployment Comp. Quarterly L1932.....	R2
Control Summary, Budgetary L4469.....	J5
Cooperation Agreement, Family Resource Center Interlocal L4452.....	H2
Cooperative Vocational Education Student Agreement L2997.....	BB1
Correspondence, General L5304.....	A3
Correspondence, Official L5303.....	A3
Counseling Referral Form (Student Records) L2376.....	Y4

**C** continued

Coupons and Bonds, Cancelled L5290.....	J5
Courses Offered, Listing and Description, Curriculum Guide L2394.....	E5
Court Actions, Petitions, Final Notices for Truancy Violations (Student Records) L1975 .....	Y3
Court Case Files, District L5356.....	A13
Court Cases, Juvenile L2644.....	G3
Credit for Professional Development (Includes Travel) L4413 .....	U2
Crime Laboratory Examination Report L2642.....	G3
Cumulative Record Card/Folder, Student L2363.....	Y1
Cumulative Record Card/Folder, Student Withdrawals L2363.....	Y1
Cumulative, Student Health Records L2372 .....	Y4
<b>CURRICULUM AND ASSESSMENT RECORDS SECTION.....</b>	<b>E1-E5</b>
Curriculum Guide, Listing & Description of Courses L2394 .....	E5
Custodial Supplies Order L1914 .....	G1

**D**

Daily Activity Report – Maintenance L1919.....	G1
Daily Athlete Treatment Log L2326 .....	C1
Daily Attendance Report, Payroll L5260 .....	R2
Daily Attendance, Record of L1947.....	D1
Daily Goods and Services Received and Other Direct Costs L1878 .....	K1
Daily Homeroom Attendance Roster L2424 .....	D3
Daily Program Invoice, Food Services L1891.....	K2
Daily Record Book, Teacher's L2637 .....	P5
Daily Register of Attendance for KY Schools L1946 .....	D1
Daily Student Attendance Record – First 10 Days, L1958 .....	D1
Data Form File, Professional Staff Development L1934 .....	U1
Data Survey Forms, Student Health Education L5372 .....	Y12
Day 10, Yearly Comparison of Enrollment, Attendance L1957 .....	D1
Day Treatment Center Student Record File L5233.....	Y10
Day Care Enrollment Records L5371 .....	Y12
Deduction Reports (Monthly & Pay Period), Payroll L5237.....	R3
Deduction Waiver Form, Payroll L5118 .....	R5
Deeds, Real Estate File L5309 .....	A4
Demographics Summary Report L1966 .....	A5
Dental Records, Student L2372 .....	Y4
Depreciation Schedule, Equipment L1879 .....	K1
Determination Record, Standard Bus Route Time (Transportation) L2310 .....	AA2
Direct Deposit Authorization, Employee L5264 .....	R4
Direct Deposits, Transmittal Register L5265 .....	R4
Dismissal, Expulsions & Suspensions File, Student L2924 .....	Y8
District Annual Performance Report L5336.....	A5
District Litigation File L5356.....	A13
District Receipt and Expenditure Summary L1803.....	J3
District Roster Summary, Vocational Education L2994 .....	BB1
Donated Food, Notice of Arrival L1887.....	K2
Donated Foods to Schools, Notice of Delivery L1884.....	K2
Donated Foods, Notice of Allocated L1886.....	K2
Drawings L5320.....	A4
Dropout Questionnaire, Student L5337.....	D6
Drug Free and Safe Schools Program Grant Files L5249 .....	M1
Duplicate "Copy of Record" L5323 .....	A10

Earning Record, Individual Master L5256 .....	R1
Easements, Real Estate File L5309.....	A4
Education for the Handicapped Quarterly Summary Report L2003 .....	X2
Education Plan, Preschool L4423.....	T2
Effective Instructional Leadership Act (EILA) File L5232.....	U1
EILA Assurance Form L5232.....	U1
EILA End of Cycle Report L5232 .....	U1
EILA Proposal Form L5232 .....	U1
EILA Verification Statement & Certificates L5232.....	U1
EILA, Effective Instructional Leadership Act File L5232.....	U1
Election Records, Parent Member/School-Based Council L3005.....	V1
Election Records, Teacher Member/School-Based Council L3004 .....	V1
Electronic Federal Tax Payment System Worksheet L5263 .....	R4
Emergency & Disaster, Fire Drill Report L2034 .....	A6
Emergency Cards for Students L4462 .....	Y9
Emotionally/Behavior Challenged Students Moved to Regular Classroom L3121 .....	X2
Employee Direct Deposit Authorization L5264 .....	R4
Employee Grievance File L5235 .....	S3
Employee Intention Slips L1800.....	S3
Employee Personnel Folder – Principal's Copy L4466.....	S3
Employee's Pay Plan/Payment Method L5121.....	R4
Employee's Weekly Work Schedule L2102 .....	S2
Employer's Annual Return of Income Tax Withheld L5269.....	R4
Employer's First Report of Injury or Illness File L1846 .....	S4
Employer's Monthly Return of Income Tax Withheld L5268 .....	R4
Employer's Quarterly Federal Income Tax Return L5270 .....	R4
Employer's Quarterly Return of Occupational License Tax L2951.....	J6
Employer's Quarterly Unemployment Wage Report L5271 .....	R4
Employment Status, Notification of Change L3119.....	R2
Employment, Applicants Recommended L3118.....	S2
End of Cycle Report, EILA L5232 .....	U1
Enrollment and Separation Report, Adult Education L1791.....	P1
Enrollment and Verification, CATS School L5245.....	E2
Enrollment and Verification, KIRIS School L4436.....	E3
Enrollment Data, Vocational Education L2994 .....	BB1
Enrollment for Day 10, Yearly Comparison, Attendance L1957 .....	D1
Enrollment, Student Information L2330 .....	D3
Enrollment Records, Day Care L5371 .....	Y12
Entry and Exit Log, Student L5335.....	D5
Entry In to School District Log, Student L5335.....	D5
Equal Employment Opportunity (EEO) Compliance & Report L2055 .....	P3
Equipment/Asset Inventory File L5279.....	J7
Equivalent Credit for Professional Growth, Request for Approv. L2411 .....	U3
Ethics, Code of (State Testing Program) L2054.....	P3
Evacuation Drill Report, School Bus, Transportation L2097 .....	AA1
Evaluation & Report, Annual Head Start L1900.....	N2
Evaluation and Report File, Annual Project – Grants L1849.....	M2
Evaluation File, School Bus Driver, Transportation L2094.....	AA1
Evaluation File, Teacher – Principal's L5344.....	A12
Evaluation Instrument, Textbook L2069.....	P3
Evaluation of Adult Education Program, Participant L1781.....	P1
Evaluation of In-service Activity, Teacher L2042 .....	U3
Evaluation of Superintendent by Local Board L3137.....	S2

## E *continued*

Evaluation of Tenured/Non-tenured Teachers & Administrators L2412 .....	P4
Evaluation Plan for Certified Personnel, Performance L2038 .....	U2
Evaluation, Annual Guidance Program L2396 .....	A6
Evaluation, ESS Program L4401 .....	F2
Evaluation/Screening of Candidates for Employment L3117 .....	S2
Even Start Family Literacy Program Grant Files L5249 .....	M1
Examination, Medical for School Bus Drivers, Transportation L2095 .....	AA1
Exceptional Children, Application for Tentative Approval for Classroom Units L2005 .....	X2
Exceptional Children, School Bus Route and Schedule (Transportation) L2310 .....	AA2
Exit and Entry Log, Student L5335 .....	D5
Expenditure Report, School-Based Council Budget L3012 .....	V2
Expulsions, Suspensions & Dismissal File, Student L2924 .....	Y8
Extended School Service (ESS) Program Administrative File L4400 .....	F1
Extended School Service (ESS) Program Evaluation L4401 .....	F2
Extended School Service (ESS) School Based Plan L4402 .....	F3
Extended School Service (ESS) Student Update L4389 .....	F3
Extended School Services (ESS) Application File L4400 .....	F1
<b>EXTENDED SCHOOL SERVICES (ESS) RECORDS SECTION .....</b>	<b>F1-F3</b>
Extended School Services (ESS) Student File L5317 .....	F1
Extended School Services (ESS) Student Registration L4380 .....	F2
Extra Curricular Trip Mileage Monthly Report, Transportation L2093 .....	AA1
Extra Curricular Trips Monthly Summary, Transportation L2098 .....	AA1

## F

<b>FACILITIES-MAINTENANCE/SECURITY RECORDS SECTION.....</b>	<b>G1-G5</b>
Faculty Meeting Minutes L4465 .....	A8
Family Case File, Family Resource Center L4458 .....	H3
Family Component-Social Service & Health Needs, Preschool L4426 .....	T2
Family Resource Center Advance Funding Request L4444 .....	H1
Family Resource Center Budget Amendment Request L4446 .....	H1
Family Resource Center Budget Report L4445 .....	H1
Family Resource Center Community Needs Survey L4449 .....	H2
Family Resource Center Confidentiality Statement L4447 .....	H1
Family Resource Center Family Case File L4458 .....	H3
Family Resource Center Individual Student Case File L4457 .....	H3
Family Resource Center Information Sheet L4453 .....	H2
Family Resource Center Interlocal Cooperation Agreement L4452 .....	H2
Family Resource Center Monitoring Report L4451 .....	H2
Family Resource Center Parental Consent L4448 .....	H1
<b>FAMILY RESOURCE CENTER RECORDS SECTION .....</b>	<b>H1-H3</b>
Federal Grant Program Files L5249 .....	M1
Federal Income Tax Return, Quarterly L5270 .....	R4
Federal Income Tax Withheld, Annual Return L5266 .....	R4
<b>FEDERAL PROGRAMS RECORDS SECTION .....</b>	<b>M1-M2</b>
Federal Tax Payment System Worksheet, Electronic L5263 .....	R4
Fee Receipts, Accounts Receivable L5282 .....	J4
Field Trip Request File L2408 .....	A7
Final Notice to Parent/Guardian, Student Absenteeism (Student Records) L1976 .....	Y3
Final Notices, Petitions, Court Actions for Truancy Violations (Student Records)L1975 .....	Y3
Financial Audit Report, School-Based Council Annual L3020 .....	V3
Financial Periodic Reports L5301 .....	A9



## F *continued*

<b>FINANCIAL RECORDS SECTION .....</b>	<b>J1-J7</b>
Financial Records Section L1807.....	J1
Financial Reports, Periodic (Monthly & Quarterly)L5278 .....	J2
Financial Statements L5278 .....	J2
Fire Alarm Inspection, Testing and Fire Hazard Report L2447 .....	A7
Fire Alarm Inspections, Principal's L5346 .....	A13
Fire Drill, Emergency & Disaster Report L2034 .....	A6
First 10 Days, Daily Student Attendance Record L1958.....	D1
First Report of Injury or Illness File, Employer's L1846 .....	S4
First Two Months-Growth Factor, Attendance Report L1954.....	D1
Food and Milk Inventory, Purchased L1880 .....	K1
Food Establishment Inspection Form L2362 .....	K2
Food Inventory, USDA Quarterly L1884 .....	K2
<b>FOOD SERVICES RECORDS SECTION.....</b>	<b>K1-K2</b>
Food Suppliers/Bid List L1882 .....	K1
Food, Milk and Other Costs, Allocation for L1877.....	K1
Form 1099 L5267 .....	R4
Free and Reduced Meals Eligibility File L1876 .....	K1
Free and Reduced School Meals, Application for L2307 .....	K1
Fuel and Mileage Record, Monthly Transportation L2088 .....	AA1
Fuel Consumption Report File, Annual Transportation L2090 .....	AA1
Fund Raising Activity Request Form L2458 .....	C2
Funding Request, Family Resource Center Advance L4444 .....	H1
Funds Ledger L5276 .....	J1

## G

Gainful Roster, Vocational Education Program L2992 .....	BB1
Gainful Student Enrollment in Vocational Ed. Program Summary Roster L2992.....	BB1
Gang Member Report L2640 .....	G2
General Correspondence L5304.....	A3
General Fund Report L4468.....	J2
Gifted & Talented Education Annual Summative Evaluation L2058 .....	L1
Gifted and Talented Education Committee Minutes L2057.....	L1
<b>GIFTED AND TALENTED EDUCATION RECORDS SECTION.....</b>	<b>L1-L1</b>
Gifted and Talented Program Report L2061 .....	L1
Gifted and Talented Student File L5354.....	L1
Goods and Services Received and Other Direct Costs L1878.....	K1
Grade Deficiency Report (Student Records) L2383.....	Y5
Grades, Non-Traditional Students (9-12, All Subjects), L5082.....	Y11
Graduation Plan, Individual Student L5233.....	Y10
Grant Program Files, Federal L5249 .....	M1
Grants (All) Annual Report/Evaluation L1849 .....	M2
Grants Administration File L5302 .....	M2
Grievance File, Employee's L5235 .....	S3
Growth Factor Report, Annual, Attendance L1955 .....	D1
Growth Factor-First Two Months, Attendance Report L1954.....	D1
Guidance Counselor Referral Form (Student Records) L2372.....	Y4
Guidance Program Annual Evaluation L2396.....	A6
Guidance Services Annual Plan L2395.....	A6

## H

Handicapped Children, Application for Federal Assistance L2002.....	X1
Handicapped Children, Education (EHA) Approval Letter L1994.....	M2
Handicapped Children, Education (EHA) Program Grant Files L5249.....	M1
Handicapped, Education for the-Quarterly Summary Report L2003 .....	X2
Handicapped, Education of – Annual Data Report L2004.....	X2
Head Start – Annual Program Information Report L1900.....	N2
Head Start – Personal Services Agreements L1899.....	N1
Head Start Administrative File L5322 .....	N2
Head Start Agreement to Safeguard Information L2007.....	N2
Head Start Annual Evaluation & Report L1900.....	N2
Head Start Annual Report L1900 .....	N2
Head Start Change in Status of Children L1906.....	N2
Head Start Daily Attendance Record L1907.....	N2
<b>HEAD START RECORDS SECTION.....</b>	<b>N1-N2</b>
Head Start Staff Meeting Minutes L1901 .....	N2
Head Start Student Folder L1892.....	N1
Head Start, Standards Self-Assessment/Validation (SAVI) L1896 .....	N1
Health Coordinators Annual Activity Report L1971 .....	A5
Health Department Inspections, Principals L5346 .....	A13
Health Education, Student Data Survey Forms L5372.....	Y12
Health Needs Preschool Family Component L4426.....	T2
Health Services & Medicaid File, Special Education L5239 .....	X1
Health, Student Education Data Survey Forms L5372.....	Y12
Health, Students Cumulative Record L2372 .....	Y4
Heating and Cooling System Service Log L1917.....	G1
Hiring Procedures File L5273 .....	S2
Home/Hospital Cert. for Enrollment (Application), Attendance L1968.....	D2
Home/Hospital Program Annual Report L4475 .....	D2
Home/Hospital Program Monthly Report, Attendance L1969.....	D2
Home/Hospital Program Student Registration, Attendance L1967.....	D2
Homeless Assistance Act Grant Files L5249.....	M1
Homeroom Attendance Roster, Daily L2424 .....	D3
Homeroom Teacher Calendar L1977 .....	A6
Homeroom Teacher List – Pupil Accounting/Grade Reporting L1982. ....	D2

## I

Immigration and Naturalization Designated School Officials L2428 .....	A7
Immunization Records, Student L2372.....	Y4
Impact Aid Application for School Assistance L1910 .....	O1
Impact Aid Program Grant Files K5249 .....	M1
<b>IMPACT AID RECORDS SECTION .....</b>	<b>O1-O1</b>
Impact Aid Student List L1911 .....	O1
Improvement Plan, Comprehensive – District & School L5250.....	A2
Incident Investigative Report L2641 .....	G3
Index To the Official Minutes of the Board of Education L2016.....	A1
Individual License Tax Return, Resident L2953.....	J6
Individual Master Earning Record L5256 .....	R1
Individual Student Assessment Report, CATS L5248.....	E2
Individual Student Assessment Report, KIRIS L4443 .....	E4



**I continued**

Individual Student Case File, Family Resource Center L4457 .....	H3
Individual Student Graduation Plan L5233 .....	Y10
Information for School & District, CATS Test L5244 .....	E2
Information Sheet, Family Resource Center L4453.....	H2
Information, Student Enrollment L2330 .....	D3
Informational and Reference Material L5305.....	A9
Injury or Illness File, Employer's First Report L1846.....	S4
In-service Committee Minutes L2040 .....	U3
In-service Teacher Registration L2041 .....	U3
Inspection and Maintenance File, Vehicle L2087.....	AA1
Inspection, Food Establishment Form L2362.....	K2
<b>INSTRUCTION RECORDS SECTION .....</b>	<b>P1-P5</b>
Insurance and Worker's Compensation Claims File L4473.....	R3
Insurance Claim/Report File L4473.....	R3
Insurance Form-Verification/Release, Vocational/Technical Ed. L2996.....	BB1
Insurance Policy File L5313.....	A10
Intention Slips, Employee L1800.....	S3
Interlocal Cooperation Agreement, Family Resource Center L4452.....	H2
Internal Revenue Service Form 1099 L5267.....	R4
Internship Program File, Kentucky Teacher L5348 .....	P5
Inter-School Transfer Sheet, USDA Commodities L1916.....	K2
Inventory File, Asset/Equipment L5279 .....	J7
Inventory List, Paging Devices L4397.....	G5
Inventory, Purchased Milk and Food L1880 .....	K1
Inventory, Textbooks L2068 .....	P3
Inventory, USDA Commodity Inventory L1881.....	K1
Inventory, USDA Quarterly Food L1884.....	K2
Investigative Report, Annual Statistical L4398.....	G5
Investigative Report, Incident L2641 .....	G3
Investigative Report, Monthly Statistical L4399 .....	G5
Invoices, Accounts Payable L5294.....	J3
Invoices, Daily Program – Food Services L1891 .....	K2
Itineraries/Schedules of Meetings L5315.....	A10

**J**

Job Training Partnership Act Program Grant Files L5249.....	M1
Journal, Payroll L2580.....	R2
Journals L5274 .....	J2
Journals, Subsidiary L5274.....	J2
JTPA Program Grant Files L5249 .....	M1
Juvenile Court Cases L2644.....	G3
Juvenile Justice Student Record File L5233.....	Y10

**K**

Kentucky Educational Television School Utilization Survey L2450.....	A7
Kentucky Performance Report, CATS L5243 .....	E2
Kentucky Retirement Systems Forms L5120 .....	R5
Kentucky School Bus Accident Report, Transportation L2101.....	AA2

**K** *continued*

Kentucky State Income Tax Withheld Annual Return L5269.....	R4
Kentucky State Income Tax Withheld Monthly Return L5268.....	R4
Kentucky Student Career/Transition Plan, Vocational/Tech. Ed. L5165..	BB2
Kentucky Teacher Internship Program File L5348.....	P5
KET School Utilization Survey L2450 .....	A7
KETS Account File, School Technology L4421 .....	W1
KETS Vendor Files, School Technology L4431 .....	W1
KHSAA Certificate of Eligibility L2316.....	C1
KHSAA Contract for Athletic Contest L2317 .....	C1
KHSAA Transfer Blank L2319.....	C1
KHSAA Varsity Participation List L2318.....	C1
KIRIS Alternate Portfolios L4439.....	E3
KIRIS Annual Performance Report L4440 .....	E4
KIRIS Assessment Report L4435.....	E3
KIRIS Baseline Study Test L4442 .....	E4
KIRIS Individual Student Assessment Report L4443.....	E4
KIRIS School Verification and Enrollment L4436 .....	E3
KIRIS Student Performance Report L4433 .....	E3
KIRIS Test Information-District L4499 .....	E4
KIRIS Test Information-School L4441 .....	E4
KIRIS Writing Portfolio Analysis L4437.....	E3
KIRIS Writing Portfolio Audit L4438.....	E3

**L**

Labor Stats Log & Summary of Occupational Illnesses/Injuries L1847 .....	S4
Leave Requests L2755.....	R2
Leaving School District Log L5335 .....	D5
Ledgers (General) L5276 .....	J1
Libraries and Archives Records File L5316 .....	A4
Library Media Report L4432 .....	A2
<b>LIBRARY RECORDS SECTION L2401 .....</b>	<b>Q1-Q2</b>
Library Report, School L4477 .....	Q1
License Tax Return, Individual Resident L2953.....	J6
List of Bidders L5300.....	J6
List of Food Suppliers/Bid List L1882 .....	K1
List/Register of Visitor's L4492.....	A8
Listing and Description of Courses Offered, Curriculum Guide L2394.....	E5
Literacy Commission Financial Report, Adult Education L1782 .....	P1
Literacy Program Grant Files, Even Start Family L5249.....	M1
Litigation File, District L5356.....	A13
Locker Assignments, Principal's L5346 .....	A13
Log of Absentee/Truancy Activities by DPP (Student Records) L1975 .....	Y3
Lunch Menu and Production Record L2361 .....	K2
Lunch Participation Report L1890 .....	K2
Lunchroom Receipts/Tickets, Accounts Receivable L5282 .....	J4
Lunchroom Reports, Monthly L4494.....	K2

**M**

Maintenance and Inspection File, Vehicle L2087.....	AA1
---	-----

## M *continued*

Maintenance Request, Teacher L2403 .....	G1
Maintenance Work Request, School L1918 .....	G1
Maps and Plats L5319.....	A4
Master Earning Record, Individual L5256 .....	R1
Master Personnel File (Individual) L5272 .....	S1
Material/Supply Distribution Form or List L1915 .....	J1
Media Library Report, School L4477.....	A2
Medicaid & Health Services File, Special Education L5239 .....	X1
Medical Examination Report for School Bus Drivers, Transportation L2095 .....	AA1
Medical File, Personnel (Individual) L5272.....	S1
Medical History File, Athlete's L2327 .....	C1
Medical Records, Student L2372.....	Y4
Medical Records, Teenage Parent Program (TAPP) (Student Records) L3160 .....	Y8
Medicine (Medication), Authorization to Give (Student Records) L2924.....	Y8
Menu, Lunch and Production Record L2361.....	K2
Menu, School L1883.....	K1
Migrant Education Grant Files L5249.....	M1
Mileage and Fuel Record, Monthly Transportation L2088 .....	AA1
Mileage Report, Monthly Extra Curricular Trip (Transportation) L2093 .....	AA1
Milk and Food Inventory, Purchased L1880 .....	K1
Minority Education Recruitment and Retention Reports L5126 .....	A12
Minutes of Subsidiary Boards, Commissions & Authorities, Official L5307 ...	A3
Minutes of the Board of Education L2015 .....	A1
Minutes, Faculty Meeting L4465.....	A8
Minutes, Gifted and Talented Education Committee L2057 .....	L1
Minutes, Head Start Staff Meeting L1901 .....	N2
Minutes, In-service Committee L2040 .....	U3
Minutes, School-Based Decision Making Council <b>Committee</b> L3003.....	V1
Minutes, School-Based Decision Making <b>Council</b> L3002.....	V1
Minutes, Textbook Committee L2064 .....	P3
Mission Statement Report, Family Resource Center L4451 .....	H2
Monitoring Report, Family Resource Center L4451 .....	H2
Monthly Allocation of Food, Milk and Other Costs L1877 .....	K1
Monthly Attendance Report, Teacher's L1948.....	D1
Monthly Extra Curricular Trip Mileage Report, Transportation L2093 .....	AA1
Monthly Fuel and Mileage Record, Transportation L2088 .....	AA1
Monthly Lunchroom Reports, L4494.....	K2
Monthly Pupil Attendance Report – Principal's L2443 .....	D2
Monthly Reports of Official Programs, Schools & Depts. L5301.....	A9
Monthly Return of Utility Gross Receipts License Tax L2816 .....	J6
Monthly Statistical Investigative Report L4398 .....	G5
Monthly Summary of Extra Curricular Trips, Transportation L2098 .....	AA1
Monthly Summary of Wages Earned L5258 .....	R3
Multiple List, Textbook State L2066.....	P3

## N

NCAA Student Athlete Information Form L2387 .....	C1
Needs Assessment, Preschool Parents L4422.....	T2
Needs Survey, Family Resource Center Community L4449 .....	H2
Net Profits Occupational License Tax Return L2954.....	J6
Net User Agreement and Parent Permissions, Student L4460 .....	Q2

## N continued

Net User Agreement, School District Staff L4459 .....	Q1
Newsletter, School District L2027.....	A1
No Child Left Behind Act Program Grant Files L5249.....	M1
Non-Certified Data Form File, Professional Development L1934.....	U1
Non-Expendable Equipment Depreciation Schedule L1879 .....	K1
Non-Gainful Student Enrollment in Vocational Ed. Program Summary Roster L2993 .....	BB1
Non-Immigrant Students, Petition for Approval of School for Attendance, L2427 .....	A2
Non-resident Pupil Application L5357.....	D3
Non-resident Pupil Contract File L1985 .....	D2
Non-resident Pupils and Transportation Report (1 <sup>st</sup> 2 mos.)L1986.....	D2
Non-resident Student Application L5357.....	D3
Notice of Allocated Donated Foods L1886 .....	K2
Notice of Arrival-Donated Food L1887.....	K2
Notice of Delivery of Donated Foods L1884.....	K2
Notification of Change of Employment Status L3119 .....	R2
Notification of Classified/Professional Employment –Duplicate L3120 .....	R2
Notification to School (Parent) of Student Withdrawal L2367.....	Y2
Notification, School-Based Council/Committee Meeting L3008 .....	V2

## O

Occupational Illnesses/Injuries, Statistics Log & Summary L1847.....	S4
Occupational License Tax Return, Net Profits L2954.....	J6
Occupational License Tax, Annual Reconciliation L2952 .....	J6
Occupational License Tax, Quarterly Return L2951.....	J6
Official Correspondence L5303.....	A3
Official Minutes of Subsidiary Boards, Commissions & Authorities L5307 .....	A3
Official Minutes of the Board of Education L2015.....	A1
Official School Calendar L1978.....	A6
On-Site Service Request, School Technology L4418 .....	W1
Open Records Register L5311.....	A9
Open Records Request for Inspection/ Disposition L5312 .....	A10
Optional Programs, Student's Application for L2813.....	Y7
Order of the Treasurer, Accounts Payable L5294.....	J3
Out of Attendance/School District, Request to Attend L4496 .....	D3
Overdue Fine File-Library, L2401.....	Q1

## P

PA 12 L1977.....	A6
PA-2 L1947 .....	D1
PA-24 L1954 .....	D1
PA-3 L1948.....	D1
PA-7 L1982.....	D2
Paging Device Release Form – Parent/Student L4396 .....	G4
Paging Device Release Form-Security Personnel L4395.....	G4
Paging Devices Inventory List L4397 .....	G5
Paraprofessional Staff Data Form File, Professional Develop. L1934.....	U1
Parent Council Member Election Records, School-Based L3005.....	V1
Parent Meeting, Preschool Sign-In Sheet L4425.....	T3

Parent Permissions and Net User Agreement, Student L4460 .....	Q2
Parent/Guardian Permission and Release, Field Trip L2408 .....	A7
Parent/Guardian, Final Notice of Student Absenteeism L1976 (Student Records).....	Y3
Parent/Student – Paging Device Release Form L4396.....	G4
Parental Approval and Release of Claim for Damages, Vocational/Tech Ed. L2999 .....	BB1
Parental Consent, Family Resource Center L4448 .....	H1
Parental Permissions (Student Extracurricular/Change in Routine) L2378 .....	Y5
Parental Waiver of Student Attendance in Federally Funded Class L2380 .....	Y5
Parents, Student Grade Deficiency Report to L2383.....	Y5
Parents/Guardian Request for Student's Early Dismissal L3158.....	A8
Participant's Evaluation of Adult Education Program L1781 .....	P1
Participation Report, Breakfast L1889.....	K2
Participation Report, Lunch L1890.....	K2
Participation Sheet, Student Activity L2369.....	Y2
Participation, Athlete's Parental Approval L2329.....	C1
Pay Plan/Payment Method for Employees L5121.....	R5
Pay Schedule, Salary L1923.....	R1
Pay Voucher, Bus Driver Extra Trip (Transportation) L2091.....	AA1
Payable, Accounts L5282 .....	J4
Payroll Authority File, Individual L5261.....	R3
Payroll Check Copies L1930.....	R2
Payroll Check List (Check-Off Sheet) L1928.....	R2
Payroll Daily Attendance Report L5260 .....	R2
Payroll Deduction Reports (Monthly & Pay Period) L5237.....	R3
Payroll Deduction Waiver Form L5118.....	R5
Payroll Form 1099 L5267 .....	R4
Payroll Journal L2580 .....	R2
Payroll Preparation File, Personnel L1921.....	R1
Payroll Record File, Individual L5256 .....	R1
<b>PAYROLL RECORDS SECTION .....</b>	<b>R1-R5</b>
Payroll Register for Each Pay Period L5259 .....	R3
Payroll Register L5256 .....	R1
Payroll Register, Year to Date L5257.....	R1
Payroll Stop Payment Request L5122 .....	R5
Payroll Time and Attendance Record File L5260.....	R2
Payroll Time Cards L5260 .....	R2
Payroll Time Sheets L5260.....	R2
Payroll Update Forms L5119 .....	R5
Payroll Worksheet L1926.....	R1
Performance Evaluation Plan For Certified Personnel L2038.....	U2
Performance Periodic Reports L5301 .....	A9
Performance Report, Annual L5336 .....	A5
Performance Report, Kentucky CATS L5243 .....	E2
Performance Report, KIRIS Annual L4440.....	E4
Performance Report, KIRIS Student L4433 .....	E3
Performance Standards Self-Assessment/Validation (SAVI) L1896.....	N1
Periodic Attendance Reports (daily, weekly, monthly, quarterly) L5330 .....	D5
Periodic Audits L5281.....	J1
Periodic Financial Statements/Reports L5278.....	J2
Periodic General Fund Report L4468 .....	J2
Periodic Reports of Official Programs, Schools & Depts. L5301.....	A9
Permissions, Parental (Student Extracurricular/Change in Routine) L2378 .....	Y5
Personal Leave Requests L2755.....	R2

Personal Services Agreements, Head Start L1899 .....	N1
Personnel File (Individual) L5343.....	S1
Personnel File, Payroll L1921.....	R1
Personnel Folder, Employee – Principal's Copy L4466.....	S3
Personnel Medical File (Individual) L5272.....	S1
<b>PERSONNEL RECORDS SECTION.....</b>	<b>S1-S4</b>
Personnel Service Card (Certified) L2024.....	S2
Personnel Service Card (Classified) L2023.....	S1
Persons Not Hired Application L2025.....	S2
Pest Control Service Record L5367 .....	K2
Petition for Approval of School for Attendance by Non-Immigrant Students, L2427.....	A2
Petitions, Final Notices, Court Actions for Truancy Violations (Student Records) L1975.....	Y3
Petitions/Complaints, Citizen L5314.....	A10
Physical Fitness Certificate, School Bus Driver, Transportation L2096.....	AA1
Placement Form, Student Teacher L2051 .....	P2
Placement Request, Student Teacher L2050 .....	P2
Plan Book, Teacher L2636.....	P4
Plans L5320.....	A4
Plats and Maps L5319 .....	A4
Policies and Procedures Manual or Memos L2018.....	A1
Policy Appeals, School-Based Decision Making Council L3015.....	V2
Policy, School-Based Council Request for Waiver of Board L3016 .....	V2
Policy, School-Based Decision Making Council L3017 .....	V3
Portfolio Analysis, CATS Writing L5246 .....	E2
Portfolio Analysis, KIRIS Writing L4437.....	E3
Portfolio Audit, CATS Writing L5247.....	E2
Portfolio Audit, KIRIS Writing L4438 .....	E3
Portfolio, CATS Alternate L5242 .....	E1
Portfolio, CATS Writing L5241 .....	E1
Portfolios, KIRIS Alternate L4439.....	E3
Preschool Administrative File L5324.....	T1
Preschool Family Component Parent Training & Education Plan L4423 .....	T2
Preschool Family Component-Social Service & Health Needs L4426 .....	T2
Preschool Parent Meeting Sign-in Sheet L4425.....	T3
Preschool Parents Needs Assessment L4422.....	T2
<b>PRESCHOOL RECORDS SECTION .....</b>	<b>T1-T3</b>
Preschool Screening Log for Referrals L4427.....	T2
Preschool Student File L5326.....	T1
Preschool Student Information Form L4428 .....	T3
Preschool Student Vision/Hearing Referral L4429.....	T3
Press Releases L2468 .....	A7
Primary Work Book, Student (Used prior to 1893) L1992 .....	Y1
Principal's Administration File L5346.....	A13
Principal's Copy of Individual's Personnel Folder L4466 .....	S3
Principal's Teacher Evaluation File L5344 .....	A12
Principal's Weekly Absentee Report, Attendance L1961.....	D2
Production and Lunch Menu Record L2361 .....	K2
Professional Development, School-Based Council Request for L3018 .....	V3
Professional Meeting Leave Requests L2755 .....	R2
Professional Staff Development Credit (Includes Travel) File L4413.....	U2
Professional Staff Development Data Form File L1934.....	U1
Professional Staff Development District Plan L4412.....	U2
Professional Staff Development District Proposal L4412 .....	U2

**P** continued

Professional Staff Development Program File L4412 .....	U2
<b>PROFESSIONAL STAFF DEVELOPMENT RECORDS SECTION.....</b>	<b>U1-U3</b>
Program Administrative File, ESS L4400.....	F1
Program File, Professional Staff Development L4412 .....	U2
Program for Student Application – Student Not Accepted .L5576.....	X2
Program Report – Each District Gifted and Talented L2061 .....	L1
Proposal Form, EILA L5232 .....	U1
Psychologist Referral Form (Student Records) L2372.....	Y4
Publications L5306 .....	A3
Pupil Accounting Audit, Attendance L1983 .....	D2
Pupil Accounting Withdrawal/Change Form L1984 .....	D2
Pupil Accounting/Grade Reporting Homeroom Teacher List L1982 .....	D2
Pupil Contract File, Non-Resident L1985.....	D2
Pupil Personnel Services Application (Student Records) L1974 .....	Y3
Pupil Transfer Request within the District (Student Records ) L1987 .....	Y3
Purchase Order List/Log/Report L5296 .....	J4
Purchase Order/Requisition Reference and Tracking L5296.....	J4
Purchase Orders, Accounts Payable L5294. ....	J3

**Q**

Quarterly Federal Income Tax Return L5270 .....	R4
Quarterly Reports of Official Programs, Schools & Depts. L5301 .....	A9
Quarterly Return of Occupational License Tax L2951.....	J6
Quarterly Summary Report- Education for the Handicapped L2003.....	X2
Questionnaire, Student Dropout L5337.....	D6

**R**

Real Estate File L5309 .....	A4
Receipt and Expenditure Summary L1803.....	J3
Receipts, Accounts Payable L5294.....	J3
Receivable, Accounts L5282 .....	J4
Reconciliation of Occupational License Tax, Annual L2952 .....	J6
Record Book of Common School Commissioner L2847.....	A2
Record Book of the County Board of Education L2847 .....	A2
Record Book of the County School Superintendent L2847.....	A2
Record Book, Teacher's Daily L2637 .....	P5
Record Book/File L2017 .....	A1
Record of Daily Attendance L1947 .....	D1
Record Release Form, Student L5338.....	D6
Recruitment and Retention Reports, Minority Education L5126 .....	A12
Re-employment, Application for Classified.....	S3
Reference and Informational Material L5305.....	A9
Referral Cases, Security L2643.....	G3
Referral Form, Counseling (Student Records) L2376 .....	Y4
Referral to Program, Student L1852 .....	Y2
Referral, Preschool Student Vision/Hearing L4429 .....	T3
Referrals, Preschool Screening Log L4427.....	T2
Regional Assessment Center File L5293.....	M2



## R *continued*

Register of Individuals Reviewing Student Records L1945.....	Y2
Register/List of Visitor's L4492.....	A8
Registration, ESS Student L4380.....	F2
Registration, In-service Teacher L2041.....	U3
Reimbursement, Report and Claim for L1888 .....	K2
Reimbursements, Accounts Receivable L5282.....	J4
Reimbursing Employer's Quarterly Unemployment Wages L5271.....	R4
Release Form, Paging Devices L4395 L4396 .....	G4
Release of Claim for Damages, Parental Approval (Vocational/Tech Ed.) L2999.....	BB1
Release of Student Records L5338.....	D6
Religious – Medical Exemption Records, Student L2372.....	Y4
Rental and Usage Application, Building and Grounds L4472.....	J7
Repair Statement, School Technology Computer L4419.....	W1
Repair Summary Report, Yearly Bus, Transportation L2099 .....	AA2
Repair Tag, School Technology Audio Visual L4420 .....	W1
Report and Claim for Reimbursement L1888.....	K2
Reports of Official Programs, Schools & Departments, Annual L5308 .....	A4
Request for Approval of Equivalent Credit/Professional Growth L2411 .....	U3
Request for Approval of Replacement Teacher, Special Education L2006.....	X2
Request for Office and Instructional Supplies L2433.....	A5
Request for Permission to Attend Meeting, Professional Develop. L2410.....	U3
Request for Professional Development, School-Based Council L3018.....	V3
Request for Stop Payment – Payroll L5122 .....	R5
Request for Student's Early Dismissal from School L3158.....	A8
Request for Transfer of Pupil within the District (Student Records) L1987.....	Y3
Request for Waiver of Board Policy, School-Based Council L3016 .....	V2
Request to Attend School Out of District L4496 .....	D3
Request to Review Student Records, Patrons (other than parents/grdns) L5329.....	A11
Request, Family Resource Center Advance Funding L4444 .....	H1
Request, Field Trip L2408 .....	A7
Requests, Parental (Student Extracurricular/Change in Routine) L2378 .....	Y5
Requisition and Report of Ticket Sales-Special Events L2459.....	C2
Requisition List/Log/Report L5296.....	J4
Requisitions, Accounts Payable L5294.....	J3
Resident Individual License Tax Return L2953 .....	J6
Retirement Systems Forms, Kentucky L5120.....	R5
Return of Income Tax Withheld, Employer's Annual L5269 .....	R4
Return of Income Tax Withheld, Employer's Monthly L5268.....	R4
Return of Utility Gross Receipts License Tax, Monthly L2816 .....	J6
Review Student Records, Consent for Parents or Guardian L5328.....	A5
Review Student Records, Request, Patrons (other than parents/grdns) L5239.....	A11
Reviewing Student Records, Register of Individuals L1945.....	Y2
Right of Way, Real Estate File L5309.....	A4
Roster, Adult Education Student L1787.....	P1
Route and Schedule, School Bus (Transportation) L2309 .....	AA2

## S

SAAR L2308 .....	A2
Safe and Drug Free Schools Program Grant Files L5249 .....	M1
Salary Schedule L1923 .....	R1
SAVI, Head Start L1896 .....	N1



Schedule Card, Student (Class Schedule/Student Activities) L2393 .....	Y6
Schedule of Classes L2441.....	P4
Schedule, Salary L1923.....	R1
Schedule, Student L5374 .....	D5
Schedule, Student Request for Change L2377 .....	Y5
Schedule, Weekly Visitation, Adult Education L1799 .....	P2
Schedule, Weekly Work L2102 .....	S2
Schedule/Worksheet, Teacher Yearly Class L2398.....	Y6
Schedules/Itineraries of Meetings L5315.....	A10
<b>SCHOOL BASED DECISION MAKING COUNCIL SECTION .....</b>	<b>V1-V3</b>
School Based Plan, ESS L4402.....	F3
School Bus Accident Report, Kentucky (Transportation) L2101.....	AA2
School Bus Driver Evaluation File, Transportation L2094.....	AA1
School Bus Driver's Physical Fitness Certificate, Transportation L2096 .....	AA1
School Bus Drivers, Medical Examination Report, Transportation L2095 .....	AA1
School Bus Evacuation Drill Report, Transportation L2097 .....	AA1
School Bus Route and Schedule, Transportation L2309 .....	AA2
School Bus Route and Schedule-Exceptional Children, Transportation L2310.....	AA2
School Calendar, Official L1978.....	A6
School Calendars L1977 .....	A6
School District Newsletter L2027 .....	A1
School District Staff Net User Agreement L4459 .....	Q1
School Library Report L4477 .....	Q1
School Maintenance Work Request, L1918 .....	G1
School Menu L1883.....	K1
School Property Trespass Notice L2638.....	G2
School Report, School-Based Decision Making Council Annual L3019.....	V3
School Schedule, Student L5374.....	D5
<b>SCHOOL TECHNOLOGY RECORDS SECTION.....</b>	<b>W1-W1</b>
School Verification and Enrollment L5245 .....	E2
School Year Calendar, Official L1978 .....	A6
School-Based Council Annual Financial Audit Report L3020.....	V3
School-Based Council <b>Committee</b> Meeting Announcement L3007 .....	V1
School-Based <b>Council</b> Meeting Announcement L3006 .....	V1
School-Based Council Request for Professional Development L3018.....	V3
School-Based Council Request for Waiver of Board Policy L3016 .....	V2
School-Based Council/Committee Meeting Notification L3008.....	V2
School-Based Decision Making Council Annual Budget L3011.....	V2
School-Based Decision Making Council Annual School Report L3019 .....	V3
School-Based Decision Making Council By-Laws L3013.....	V2
School-Based Decision Making Council <b>Committee</b> Minutes L3003 .....	V1
School-Based Decision Making <b>Council</b> Minutes L3002.....	V1
School-Based Decision Making Council Policy Appeals L3015.....	V2
School-Based Decision Making Council Policy L3017 .....	V3
School-Based Decision Making Council Transformation Plan L3014.....	V2
Scoliosis Screening Data Sheet, (Student Records) L1972.....	Y3
Screening Log for Referrals, Preschool L4427.....	T2
Screening Profile of Candidates for Employment L3117 .....	S2
Security Personnel – Paging Device Release Form L4395.....	G4
Security Referral Cases L2643.....	G3
Senior Awards and Student Scholarship List L2390 .....	Y5
Separation and Enrollment Report, Adult Education L1791 .....	P1
Service Agreements L2030 .....	A6

Service Card (Certified) L2024.....	S2
Service Card (Classified), Personnel L2023.....	S1
Service Log, Heating and Cooling System L1917.....	G1
Service Request, School Technology On-Site L4418.....	W1
Service Record, Pest Control L5367 .....	K2
Services Application, Pupil Personnel (Student Records) L1974.....	Y3
Sick Leave Requests L2755 .....	R2
Sign-In Sheet, Preschool Parent Meeting L4425.....	T3
Sign-In/Sign-Out Log, Student L2385.....	Y5
Social Service & Health Needs, Preschool Family Component L4426 .....	T2
Southern Association Evaluation File L2437 .....	A2
Special Ed. Application for Federal Assistance L2002.....	X1
Special Ed. Application –Tentative Approval for Classroom Units L2005. ....	X2
Special Ed. Quarterly Summary Report-Ed. For Handicapped L2003.....	X2
Special Education Annual Data Report/Narrative&Stats. L2004 .....	X2
Special Education Due Process Student Folder L2001.....	X1
Special Education Medicaid & Health Services File L5239.....	X1
<b>SPECIAL EDUCATION RECORDS SECTION .....</b>	<b>X1-X2</b>
Special Education Request for Approval of Replacement Teacher L2006 .....	X2
Special Education Student Services, Attendance & Accounting L1973.....	X1
Special Education Students Moved Into Regular Classroom L3121.....	X2
Special Events, Requisition and Report of Ticket Sales L2459 .....	C2
Special Studies and Surveys L4464.....	A2
Sports Candidate Questionnaire/Pre-Participation Exam L2328.....	C1
Staff Information Report, Adult Education L1785.....	P1
Staff Net User Agreement L4459 .....	Q1
Standard Bus Route Time Determination Record, Transportation L2310. ....	AA2
Standards Self-Assessment/Validation (SAVI), Head Start L1896 .....	N1
State Grants Administration File L5302.....	M2
State Income Tax Withheld, Employer's Annual Return L5269.....	R4
State Income Tax Withheld, Employer's Monthly Return L5268 .....	R4
State Multiple List – Textbooks L2066 .....	P3
State Testing Compliance Periodic Reports L5301.....	A9
Statistical Investigative Report, Annual L4398.....	G5
Statistical Investigative Report, Monthly L4398.....	G5
Statistics from Behavior Center, Student L5135 .....	Y9
Statistics Log & Summary of Occupational Illnesses/Injuries L1847.....	S4
Stop Payment, Request – Payroll L5122.....	R5
Student (Non-Traditional) Test Grades (9-12, All Subjects) L5082.....	Y11
Student Absentee Appeal L2382.....	D3
Student Absentee Information Card/Record, Attendance L1960.....	D1
Student Absentee Permit L2334 .....	D3
Student Absenteeism Final Notice to Parent/Guardian (Student Records) L1976 .....	Y3
Student Activities Budget Form L2457.....	C2
Student Activity Fund File L5341.....	J3
Student Activity Participation Sheet L2369.....	Y2
Student Agreement, Cooperative Vocational Education L2997 .....	BB1
Student Application for Program, Student Not Accepted L5576.....	X2
Student Application for Vocational School Class L2384.....	Y5
Student Aptitude, Achievement & Academic Test Score Results L2368.....	Y2
Student Assessment Report, KIRIS Individual L4443 .....	E4
Student Attendance File, Adult Education L1803.....	P2
Student Attendance File, Principal's L5345 .....	D4

Student Attendance in Federally Funded Class, Parental Waiver of L2380 .....	Y5
Student Behavior Log (Structured/Special Programs) L5136.....	Y9
Student Career/Transition Plan, Vocational/Tech. Ed. L5165 .....	BB2
Student Case File, Family Resource Center L4457 .....	H3
Student Census Record L5327 .....	Y11
Student Code of Conduct L2026.....	A1
Student Cumulative Record Card/Folder L2363.....	Y1
Student Cumulative Health Record L2372 .....	Y4
Student Discipline Record L2461 .....	Y12
Student Dropout Questionnaire L5337 .....	D6
Student Emergency Cards L4462.....	Y9
Student Enroll List, Monthly Adult Education L1784.....	P1
Student Enrollment Information L2330 .....	D3
Student Entry and Exit Log L5335 .....	D5
Student File, ESS L5317 .....	F1
Student File, Gifted and Talented L5354 .....	L1
Student File, Preschool L5326.....	T1
Student Folder, Adult Education L1786.....	P1
Student Folder, Head Start L1892 .....	N1
Student Folder, Special Education Due Process L2001.....	X1
Student Folder, Vocational/Technical Education L2995 .....	BB1
Student Grade Deficiency Report to Parents L2383.....	Y5
Student Graduate Survey/Performance Report, L2399.....	Y6
Student Graduation Plan L5233.....	Y10
Student Health Education Data Survey Forms L5372.....	Y12
Student Information Form, Preschool L4428.....	T3
Student Insurance List, Principal's L5346 .....	A13
Student List, Impact Aid L1911.....	O1
Student Medical, Immunization & Dental Records, Religious Exemption L2372.....	Y4
Student Net User Agreement and Parent Permissions L4460.....	Q2
Student Not Accepted – Student Application for Program L5576.....	X2
Student Parental Permissions/Requests (Extracurricular/Change in Routine) L2378 .....	Y4
Student Participation Parental Approval L2329 .....	C1
Student Primary Work Book (Used prior to 1893) L1992.....	Y1
Student Record File, Day Treatment Center L5233 .....	Y10
Student Record File, Juvenile Justice L5233.....	Y10
Student Record Release Form L5338 .....	D6
<b>STUDENT RECORDS SECTION .....</b>	<b>Y1-Y11</b>
Student Records, Register of Individuals Reviewing L1945.....	Y2
Student Records, Request to Review, Patrons (other than parents/gardens) .....	A11
Student Referral Form (Counselor, Guidance & Psychologist) L2372 .....	Y4
Student Referral to Program L1852.....	Y2
Student Registration, ESS L4380.....	F2
Student Request for Change in Schedule L2377 .....	Y5
Student Roster L1787 .....	P1
Student Schedule Card (Class Schedule/Student Activities) L2393 .....	Y6
Student Scholarship and Senior Awards List L2390 .....	Y5
Student Sign-In/Sign-Out Log L2385 .....	Y5
Student Statistics from Behavior Center L5135.....	Y9
Student Suspensions, Expulsions & Dismissal File L2924 .....	Y8
Student Tardy Permit L2335.....	D3
Student Teacher Placement Form L2051 .....	P2
Student Teacher Placement Request L2050.....	P2

## S continued

Student Transfer Document (Student Grades/Attendance-Transcript) L2370 .....	Y4
Student Update, ESS L4389.....	F3
Student Vision/Hearing Referral, Preschool L4429 .....	T3
Student Withdrawal Checklist and Clearance Sheet L2366 .....	Y1
Student Withdrawal from School Form, Parent Notification to School L2367 .....	Y2
Student Working Hours & Evaluation Sheet, Vocational/Tech Ed. L3000.....	BB2
Student's Application for Optional Programs L2813.....	Y7
Students Moved to Regular Classroom, Special Education L3121.....	X2
Studies, Special and Surveys L4464 .....	A2
Subject File, Superintendent L2021.....	A1
Substitute Teachers File (Principal's Copy) L2420 .....	P3
Summary (Monthly) of Extra Curricular Trips, Transportation L2098 .....	AA1
Summary Report, Student Area Pick-up by Buses L1966 .....	A5
Summer School Administrative File L2008.....	F3
Summer School Reports File L2008.....	F3
Summer School Student File, ESS L5317 .....	F1
Summer Youth Program Grant Files L5249 .....	M1
Superintendent Evaluation by Local Board L3137.....	S2
Superintendent's Annual Attendance Report (SAAR) L2308 .....	A2
Superintendent's Calendar L2019.....	A6
Superintendent's Subject File L2021.....	A1
Suppliers List, Food L1882.....	K1
Supply/Material Distribution Form or List L1915 .....	J1
Survey of Student Graduates/Performance Report L2399 .....	Y6
Surveys and Special Studies L4464.....	A2
Survey, Forms, Student Health Education Data L5372 .....	Y12
Surveys, Preliminary, Principal's L5346 .....	A13
Suspensions, Expulsions & Dismissal File, Student L2924.....	Y8

## T

Tapes & Disks of Meetings, Audio/Video L2014.....	A6
TAPP Medical Records (Student Records ) L3160 .....	Y8
Tardy Permit, Student L2335.....	D3
Tax Payment Report Worksheet L5263.....	R4
Tax Receipts, Accounts Receivable L5282.....	J4
Teacher Aide Staff Data Form File, Professional Development L1934 .....	U1
Teacher Council Election Records, School-Based Council L3004.....	V1
Teacher Evaluation File, Principal's L5344.....	A12
Teacher Evaluation of In-service Activity L2042 .....	U3
Teacher Internship Program File, Kentucky L5348 .....	P5
Teacher Number Record List, Adult Education L1797 .....	P2
Teacher Plan Book L2636 .....	P4
Teacher's Aides File L5355 .....	P4
Teacher's Daily Record Book L2637 .....	P5
Teacher's Daily Register for KY Schools, Attendance L1946 .....	D1
Teacher's Maintenance Request L2403 .....	G1
Teacher's Monthly Attendance Report L1948 .....	D1
Teachers & Administrators (Tenured/Non-tenured) Evaluation L2412.....	P4
Technical/Vocational Education Student Folder L2995 .....	BB1
Technology Plans, Local School District L5127 .....	A12
Teenage Parent Program (TAPP) Medical Records (Student Records) L3160..	Y7

**T** *continued*

Telephone Log L2467 .....	A7
Tenured/Non-tenured Teachers & Administrators, Evaluation L2412.....	P4
Test Answer Sheets, Aptitude, Achievement/Academic L2759 .....	Y7
Test Grades (9-12, All Subjects), Non-Traditional Student L5082.....	Y11
Test Information for School & District, CATS L5244 .....	E2
Test Information-District, KIRIS L4499 .....	E4
Test Information-School, KIRIS L4441 .....	E4
Test Score Results, Aptitude-Achievement- Academic L2368.....	Y2
Testing Information Periodic Reports L5301 .....	A9
Textbook Adoption and Purchase Schedule L2067.....	P3
Textbook Committee Agenda L2065 .....	P3
Textbook Committee Minutes L2064 .....	P3
Textbook Evaluation Instrument L2069.....	P3
Textbook Inventory L2068 .....	P3
Textbooks – State Multiple List L2066 .....	P3
Ticket Sales, Requisition and Report – Special Events L2459.....	C2
Time and Attendance Record File, Payroll L5260.....	R2
Time Cards, Payroll L5260.....	R2
Time Sheets, Payroll L5260.....	R2
Title I Program Grant Files, L5249 .....	M1
Title II Program Grant Files, L5249.....	M1
Title IV Program Grant Files, L5249 .....	M1
<b>TITLE IX .....</b>	<b>Z1-Z1</b>
Title IX Complaint File L5351 .....	Z1
Title IX Policies, Procedures & Compliance File L5350.....	Z1
Title VI Program Grant Files, L5249\ .....	M1
Title VII Program Grant Files, L5249 .....	M1
Titles VII & IX Compliance Form, Vocational/Technical Education L2998 .....	BB1
Training & Education Plan, Preschool Fame. Component Parent L4423 .....	T2
Training Plan Agreement, Vocational/Tech. Ed. L3000.....	BB2
Transfer Document, Student (Student Grads/Attendance-Transcript) L2370.....	Y4
Transfer of Pupil within the District, Request of (Student Records) L1987.....	Y3
Transfer Sheet, USDA Commodities L1916 .....	K2
Transformation Plan, School-Based Council Annual L3014 .....	V2
Transition Plan (Student Career), Vocational/Tech. Ed. L5165.....	BB2
Transmittal Register of Direct Deposits L5265 .....	R4
Transportation Annual Fuel Consumption Report File L2090 .....	AA1
Transportation Monthly Mileage and Fuel Record L2088.....	AA1
<b>TRANSPORTATION RECORDS SECTION .....</b>	<b>AA1-AA2</b>
Transportation Report for Non-resident Pupils (1 <sup>st</sup> 2 mos.) L1986.....	D2
Travel Vouchers, Accounts Payable L5294.....	J3
Treatment Center (Day) Student Record File L5233 .....	Y10
Treatment Log, Daily Athlete L2326.....	C1
Trespass Notice, School Property L2638 .....	G2
Trial Balance L5277.....	J3
Truancy Reports, Principal's L5346.....	A13
Truancy Violations, Final Notices, Petitions, Court Actions (Student Records) L1975 .....	Y3
Tuition Reimbursement Records L4471.....	J7
Twenty Day Calendar L1977 .....	A6

## U

Unemployment Comp. Quarterly Contribution Report L1932 .....	R2
Unemployment Wage Report, Employer's Quarterly L5271 .....	R4
Update Forms, Payroll L5119.....	R5
Update, ESS Student L4389.....	F3
Usage and Rental Application, Building and Grounds L4472.....	J7
USDA Commodities Inter-School Transfer Sheet L1916.....	K2
USDA Commodity Perpetual Inventory L1881.....	K1
USDA Quarterly Food Inventory L1884.....	K2
User File/Log (Computer) L5349.....	Q2
Utility Gross Receipts License Tax Collection Audit L2817.....	J6
Utility Gross Receipts License Tax, Monthly Return L2816 .....	J6
Utilization Survey, KET L2450 .....	A7

## V

Vacation Leave Requests L2755 .....	R2
Vandalism and Break-in Reports L4481 .....	A8
Vehicle Maintenance and Inspection File L2087.....	AA1
Vendor Files (KETS), School Technology L4431.....	W1
Verification and Enrollment, CATS School L5245.....	E2
Verification and Enrollment, KIRIS School L4436 .....	E3
Verification Statement, EILA L5232.....	U1
Video/Audio Tapes & Disks of Meetings L2014 .....	A6
Visitation Weekly Schedule, Adult Education L1799.....	P2
Visitor's List/Register L4492 .....	A8
Vocational Ed. Program Gainful Student Enrollment Summary Roster, L2992 .....	BB1
Vocational Ed. Program, Non-Gainful Student Enrollment Summary Roster L2993 .....	BB1
Vocational Education Enrollment Data L2994 .....	BB1
Vocational Education Student Agreement, Cooperative L2997.....	BB1
Vocational School Class, Student Application L2384 .....	Y5
<b>VOCATIONAL/TECHNICAL EDUCATION RECORDS SECTION .....</b>	<b>BB1-BB2</b>
Vocational/Technical Education Student Folder L2995 .....	BB1
Vocational/Technical Titles VII and IX Compliance Form L2998.....	BB1
Vocational/Technology Education Training Plan Agreement L3000 .....	BB2
Volunteer Participation File L5342.....	A11
Volunteer Records Check, School (Criminal) L5342.....	A11
Voucher Register L5295.....	J4

## W

W-2, Wage and Tax Statements L5262.....	R3
Wage and Tax Statements/W-2 L5262.....	R3
Wages Earned, Monthly Summary L5258.....	R3
Waiver Form, Payroll Deduction L5118 .....	R5
Waiver of Board Policy, School-Based Council Request for L3016 .....	V2
Waiver of Student Attendance in Federally Funded Class, Parental L2380 ..	Y5
Warrant Register, Bank L5283 .....	J4
Warrants, Bank L5283 .....	J4
Weekly Absentee Report, Principal's, Attendance L1961 .....	D2
Weekly Work Schedule, Employee's L2102 .....	S2
Withdrawal (Student) from School Form, Parent Notification to School L2367.....	Y2
Withdrawal Checklist and Clearance Sheet, Student L2366 .....	Y1

**W** *continued*

Withdrawal/Change Form, Pupil Accounting L1984.....	D2
Withdrawals Student Cumulative Folder/Card L2363.....	Y1
Withheld Federal Income Tax, Annual Return L5266.....	R4
Work Request, School Maintenance L1918 .....	G1
Worker's Compensation and Insurance Claims/Report File L4473 .....	R3
Worker's Compensation Claims/Report File L4473 .....	R3
Writing Portfolio Analysis, CATS L5246 .....	E2
Writing Portfolio Analysis, KIRIS L4437.....	E3
Writing Portfolio Audit, CATS L5247.....	E2
Writing Portfolio Audit, KIRIS L4438 .....	E3
Writing Portfolio, CATS L5241 .....	E1

**Y**

Year to Date Ledger L5276 .....	J1
Year to Date Payroll Register L5257 .....	R1
Yearly Bus Repair Summary Report, Transportation L2099 .....	AA2
Yearly Comparison of Enrollment for Day 10, Attendance L1957 .....	D1